HRMS Implementation Project

HRMS Decentralized Role Definition Handbook

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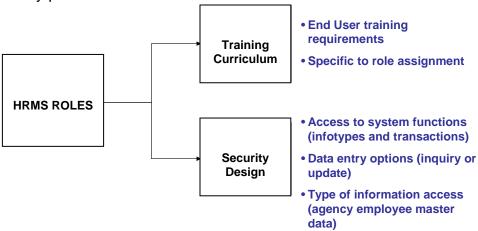
SECTION 1: INTRODUCTION

Background

The process of aligning State of Washington end users to their new roles in the HRMS system is a critical activity. HRMS roles determine what activities an end user performs when using the system, which sections of the system an end user will need access to, and what training an end user will need to perform their new roles successfully. In addition, HRMS roles are used by the HRMS Training Team to create required training courses and by the HRMS Technical Team to create security profiles.

```
                          ┌──────────────┐      • End User training
                          │   Training   │        requirements
                    ┌────▶│  Curriculum  │
                    │     └──────────────┘      • Specific to role assignment
┌──────────────┐    │
│              │    │
│  HRMS ROLES  │────┤                           • Access to system functions
│              │    │                             (infotypes and transactions)
└──────────────┘    │     ┌──────────────┐
                    │     │   Security   │      • Data entry options (inquiry or
                    └────▶│    Design    │        update)
                          └──────────────┘
                                                 • Type of information access
                                                   (agency employee master
                                                   data)
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HRMS end user roles were initially defined during the Conference Room Pilot sessions. Tasks needed to support the new business processes were grouped into activities, and the activities were grouped into HRMS end user roles. These initially defined roles were then reviewed during Role Definition Workshops in order to clarify, refine and confirm the defined HRMS end user roles.

The HRMS Change Management Team conducted four Role Definition Workshops that included representatives from the following:

- Office of Financial Management
- Gambling Commission
- Department of Transportation
- Washington State Ferries
- Department of Natural Resources
- Washington State Lottery
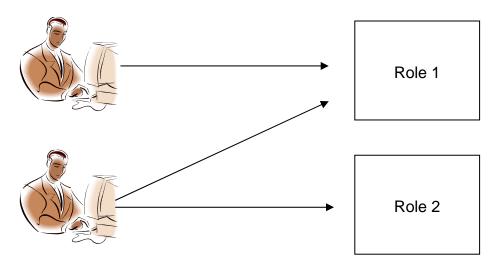
- Department of Social and Health Services
- Department of Personnel
- Department of Revenue
- Office of Secretary of State
- Department of Corrections
- HRMS Functional Team

The purpose of the Role Definition Workshops was to gather information about current job duties performed in the PAY1 system and relate that information to future duties in the new HRMS system. Information gathered from the workshops was used to create the HRMS Role Definition Handbook.

The HRMS Decentralized Role Definition Handbook is the first in a series of tools that will enable Change Agents to align State of Washington end users to their new roles. The handbook provides a list of the new HRMS end user roles and a description of each. Change Agents will receive additional tools, templates and assistance to "map" employees to the new roles, as well as communicate role changes to end users.

Introduction to State of Washington HRMS Roles

During the HRMS Role Definition Workshops, a "role" was defined as a major grouping of activities that reflect a specific aspect of a person's job. While a role may have several activities aligned to it, an activity can only be aligned with one role. A person may be assigned one or more roles, and roles can be assigned to one or more persons.

Other role definition considerations included:

- Scope and complexity of roles may vary based on the business process
- Fewer roles means fewer handoffs/approvals
- Fewer roles means faster end-to-end processing
- Fewer roles means end-to-end process ownership and accountability
- Fewer roles means additional or different checks and balances

Defining roles is an ongoing process. As the HRMS implementation project continues through design and development, business processes and activities may change and result in the addition, deletion or modification of some end user roles. In this event, the HRMS Change Management Team will notify Change Agents as soon as possible.

HRMS Role Definition Components

The HRMS Decentralized Role Definition Handbook includes decentralized HRMS roles. A decentralized role is defined as a role performed by an individual agency. There are several components that describe each of the HRMS roles. These components include the following:

Role Name – Name created based on the activity (or activities) to which the role is linked.

Description – Key responsibilities associated with the role.

Activities – Key activities associated with the role.

Skills – The skills, knowledge and attributes that are required for an individual to perform successfully in this role.

Criticality (High, Medium or Low) – How critical the role is to HRMS system operations.

- o <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.
- o <u>Medium</u> – Role is responsible for more routine-oriented business tasks that are important, but not as important as mission-critical tasks.
- o <u>Low</u> – Role may use the HRMS system for information access only.

Magnitude of Change (High, Medium or Low) – The extent to which the role is different from what is done today.

- o <u>High</u> – Role does not exist today.
- o <u>Medium</u> – Role exists today but will be different in the HRMS system.
- o <u>Low</u> – Role exists today and will be very similar in the HRMS system.

Map to Existing Job Title(s) – References to typical State of Washington job titles that currently perform the role.

Infotype Access – The Infotypes (screens) each role will have access to in HRMS, along with the **Read** (view), **Match Code** (read with help) and/or **Write** (update or change) capabilities for each Infotype.

Transaction Code Access – The Transaction Codes each role will have access to in HRMS.

Report Access – The reports each role will have access to in HRMS.

SECTION 2: HRMS PERSONNEL ADMINISTRATION ROLES

Personnel Administration Processor

Description: The *Personnel Administration Processor* role is responsible for creating and maintaining employee new hire and rehire information, appointment changes, extended leave of absence, and separation actions in HRMS.

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_PROC.

Activities: The *Personnel Administration Processor* role will perform the following key activities in HRMS:

- o Create and maintain employee organization assignment (e.g., account distribution, organization, position)
- o Create and maintain employee new hire and rehire information
    - Personal data (e.g., name, address, gender, date of birth, SSN)
    - Education
    - Previous employment (optional for agencies to use)
    - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
    - Work schedule
    - Residency status (citizenship)
    - Military status
- o Create and maintain employee appointment changes (e.g. demotion, promotion and transfers)
- o Create and maintain employee extended leave of absence actions (e.g. maternity leave, return from leave)
- o Create and maintain employee separation actions (e.g., separation, termination)
- o Display employee information in HRMS
- o View basic payroll information

Skills: It is expected that individuals assigned to the *Personnel Administration Processor* role have a current understanding of the State of Washington hiring, rehiring, appointment changes, leave of absence, and separation business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's hiring functions
- o Understanding the State's new Personnel Administration capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to employee appointment changes and hiring
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current personnel administration processes to HRMS personnel administration processes
- o Skills necessary to perform new hire, appointment changes, extended leave of absence, and separation transactions in the HRMS system.

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if the employee's hiring information is entered incorrectly it could cause a delay in the employee receiving pay.

Magnitude of Change: <u>Medium</u> – Role exists today but will be different in HRMS.

Map to Existing Job Title(s): The ***Personnel Administration Processor*** role is typically performed by the following State of Washington job titles:

- o Human Resource Consultant Assistant
- o Human Resource Consultant 1, 2, 3

Personnel Administration Supervisor

Description: The ***Personnel Administration Supervisor*** role provides oversight for the *Personnel Administration Processor* role (responsible for maintaining new hire and rehire information, appointment changes, extended leave of absence, and separation actions).

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_SUPV.

Activities: The ***Personnel Administration Supervisor*** role will perform the following key activities in HRMS:

- o View employee organization assignment (e.g., cost center [account distribution], organization, position)
- o View employee new hire and rehire information
    - ▪ Personal data (e.g., name, address, gender, date of birth, SSN, emergency contact)
    - ▪ Education
    - ▪ Previous employment (optional for agencies to use)
    - ▪ Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
    - ▪ Dependent information (e.g., spouse, children)
    - ▪ Work schedule
    - ▪ Residency status (citizenship)
    - ▪ Military status
- o View employee appointment changes (e.g. demotion and promotion)
- o View employee extended leave of absence action (e.g. maternity)
- o View employee separation action
- o View basic payroll information

Skills: It is expected that individuals assigned to the ***Personnel Administration Supervisor*** role have a current understanding of the State of Washington hiring, rehiring, appointment changes, leave of absence, and separation business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the State's new Personnel Administration capabilities within HRMS

- o Knowledge of new HRMS terms and concepts specific to employee appointment changes and hiring

- o Understanding the impact of HRMS on the State's hiring functions

- o Knowledge of role changes related to HRMS, including new procedures and forms

- o Comparing current personnel administration processes to HRMS personnel administration processes

- o Skills necessary to view new hire, rehire information, appointment changes, extended leave of absence and separation actions in HRMS.

Criticality: <u>Low</u> – Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The ***Personnel Administration Supervisor*** role is typically performed by the following State of Washington job titles:

- o Human Resource Director

- o Personnel Services Manager

- o Human Resource Manager

- o Human Resource Consultant 4

Personnel Administration Inquirer

Description: The *Personnel Administration Inquirer* role has the ability to view human resource information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_INQ.

Activities: The Personnel Administration Inquirer role will perform the following key activities in HRMS:

- o View employee organization assignment (e.g., cost center [account distribution], organization, position)
- o View employee new hire and rehire information
    - Personal data (e.g., name, address, gender, date of birth, SSN)
    - Education
    - Previous employment (optional for agencies to use)
    - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
    - Work schedule
    - Residency status (citizenship)
    - Military status
- o View employee appointment change actions (e.g. demotion, promotion, and transfer)
- o View employee extended leave of absence action (e.g. maternity)
- o View employee separation action
- o View basic payroll information

Skills: It is expected that individuals assigned to the *Personnel Administration Inquirer* role have a current understanding of the State of Washington hiring, rehiring, appointment changes, leave of absence, and separation business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the State's new Personnel Administration capabilities within HRMS

- o Knowledge of new HRMS terms and concepts specific to employee appointment changes and hiring

- o Understanding the impact of HRMS on the State's hiring functions

- o Knowledge of role changes related to HRMS, including new procedures and forms

- o Comparing current personnel administration processes to HRMS personnel administration processes

- o Skills necessary to view new hire, rehire information, appointment changes, extended leave of absence, and separation transactions in HRMS.

Criticality: <u>Low</u> – Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The ***Personnel Administration Inquirer*** role is typically performed by the following State of Washington job titles:

- o Office Trainee
- o Office Assistant
- o Office Assistant Lead
- o Office Assistant Senior
- o Secretary Senior
- o Human Resource Consultant Assistant

Infotype Access for Personnel Administration Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
0000-Actions	RMW	RM	R
0001-Org. Assignment	RMW	RM	RM
0002-Personal Data	RMW	RM	RM
0003-Payroll Status	RM	RM	R
0006-Address	RMW	RM	R
0007-Planned Working Time	RMW	RM	RM
0008-Basic Pay	RMW	RM	R
0009-Bank Details	RM	RM	R
0014-Recurring Payments/Deductions	RM	RM	R
0015-Additional Payments	RM	RM	R
0016-Contract Elements	RMW	RMW	R
0019-Monitoring of Task	RMW	RM	R
0021- Emergency Contact	RMW	RM	R
0022-Education	RMW	RM	R
0023-Previous/Other Employers	RMW	RM	R
0027-Cost Distribution	RMW	RM	R
0031-Reference Personnel Number	RMW	RM	R
0040-Objects on Loan	RMW	RM	R
0041-Date Specifications	RMW	RM	R
0077-Additional Personal Data	RMW	RM	R
0081-Military Status	RMW	RM	R
0094-Residence Status	RMW	RM	R
0103-Bond Purchases	RM	RM	----
0104-Bond Denominations	RM	RM	----
0105-Communication	RMW	RM	R
0106-Related persons	---	---	---
0121-RefPerNo Priority	RMW	RM	R
0128-Notifications	RMW	RM	R
0167-Health Plans	RM	RM	R
0169-Savings Plan	RM	RM	R

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
0170 - flexible spending accounts	R	R	R
0171-General Benefits Information	RM	RM	R
0194-Garnishment Document	----	----	----
0195-Garnishment Order	----	----	----
0207-Residence Tax Area	RM	RM	R
0208-Work Tax Area	RM	RM	R
0209-Unemployment State	RM	RM	R
0210-Withholding Info W4	RM	RM	R
0216-Garnishment adjustments	----	----	----
0221-Payroll Results Adjustment	----	----	----
0234-Additional Withholding Info US	RM	RM	R
0235-Other US Taxes	RM	RM	R
0302-Additional Actions	RMW	RM	R
0377-Miscellaneous Plans	RM	RM	R
0416 – Time Quota Compensation (Buyout)	RMW	RM	
0552-Time Specifications/Employee Period	RMW	R	R
0554-Hourly Rate per Assignment	RM	RM	----
0613-Absence Donation/Withdraw (US)	R	R	R
0696-Absence Pools	R	R	R
1000-Objects	R	R	R
1001-Relationships	R	R	R
1002-Descriptions	R	R	R
1003 Dep / Staff	---	---	---
1005-Planned Compensation	R	R	R
1007-Vacancy	R	R	R
1008-Account Assignment Features	R	R	R
1011-Work Schedule	R	R	R
1013-Employee Group/Sub-Group	R	R	R
1017-PD Profiles	----	----	R
1018-Cost Distribution	R	R	R

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
1028-Address	R	R	R
1610-U.S. Job Attributes	R	R	R
1660 - Position Attributes	R	---	---
2001-Absences	R	R	R
2003-WS Substitutions	RM	RM	RM
2006-Absence Quotas	R	R	R
2010-EE Remuneration Info	R	R	R
2012-Time Transfer Specifications			
2013-Quota Corrections	R	R	R
9410 - Marine accumulation of hours	----	----	----

Transaction Code Access for Personnel Administration Roles

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
AL08 View all users			
CAT2 Record Working Time	X	X	X
CAT3 Display Working Time	X	X	X
CAT8 CATS: Object-Related Approval	X	X	X
CATC-Time sheet/Time leveling	X	X	X
CATS_DA -	X	X	X
FDTA - DME management	----	----	----
FK01 - Create Vendor	----	----	----
FK02 - Change Vendor	----	----	----
FK03 - Display Vendor	----	----	----
FM_Function Process Functional Area	----	----	----
FM5i Create Fund	----	----	----
FM5S Display Fund	----	----	----
FM5U Change Fund	----	----	----
FMCIA Individual Processing	----	----	----
FMCIC Display	----	----	----
FMDERIVER Process Account Assignment Derivation	----	----	----
FMSA Create	----	----	----
FMSB Change	----	----	----
FMSC Display	----	----	----
FS00 Centrally	----	----	----
FS04 Centrally	----	----	----
FSP4 In Chart of Accounts	----	----	----
FSP0 In Chart of Accounts	----	----	----
FSS0 In Company Code	----	----	----
FSS3 In company code	----	----	----
HRBEN0001 - Enrollment	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
HRBEN0003 - Participation Monitor	X	X	X
HRBEN0006 - Participation Overview	X	X	X
HRBEN0014 - Termination	----	----	----
HRBEN0072	----	----	----
HRCMP0041 - Update IT 0008	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----
KA01 Create Primary	----	----	----
KA02 Change	----	----	----
KA03 Display	----	----	----
KA04 Delete	----	----	----
KA05 Display Chgs	----	----	----
KA22 Display	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----
KA24 Delete	----	----	----
KKC1 Create	----	----	----
KKC2 Change	----	----	----
KKC3 Display	----	----	----
KS01 Create	----	----	----
KS02 Change	----	----	----
KS03 Display	----	----	----
KS04 Delete	----	----	----
KS05 Display	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----
KS13 Display	----	----	----
KS14 Delete	----	----	----
LFA1 - Translation Table	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----
OB_GLACC12 Company code data	----	----	----
OB_GLACC13 Descriptions	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
OKB2 Make Default Settings	----	----	----
OKB3 Create Batch Input Session	----	----	----
OKW7 Directory	----	----	----
PA03 - Control Record	----	----	----
PA10 Personnel File	X	X	X
PA20 Display Master Data Actions	X	X	X
PA30 Maintain Actions	X	X	----
PA40 Personnel Actions	X	----	----
PA42 Fast Entry: Actions	X	----	----
PA51 Display Time Data	X	X	X
PA61 Maintain Time Data	X	X	----
PA70 Fast Entry	X	----	----
PA71 Fast Entry Time Data	X	X	----
PC_PAYRESULT - Display Results	----	----	----
PC00_M10_CALC - Start payroll	----	----	----
PC00_M10_CALC_SIMU - Simulation	----	----	----
PC00_M10_CDTC - Pre-program DME	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----
PC00_M10_CEDT - Remuneration statement	----	----	----
PC00_M10_FFOC - Print check	----	----	----
PC00_M10_FFOT - Create DME	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----
PC00_M10_OTLJ - Payroll Journal	----	----	----
PC00_M10_REC - Payroll reconciliation report	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
PC00_M99_CIPC - Check completeness	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----
PC00_M99_CPRC - Payroll Calendar	----	----	----
PC00_M99_CWTR - Wage type reporter	----	----	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----
PC00_M99_DLGA20 - Wage Type use - international	----	----	----
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----
PC00_M99_PA03_END - Exit payroll	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----
PC00_M99_U510 - Update T510	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----
PC00_M99_URMP - Create posting run	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
PCP0 - Process posting run	----	----	----
PE03 Features	----	----	----
PFCG-Role Maintenance	----	----	----
PO03 - Maintain Job	----	----	----
PO03D - Display Job	X	X	X
PO10 - Maintain Org	----	----	----
PO10D - Display Org	X	X	X
PO13 - Maintain Position	----	----	----
PO13D - Display Position	X	X	X
PP01 - General	----	----	----
PP03 - Actions	----	----	----
PPIS - HIS	----	----	----
PPOM Maintain Org Plan	----	----	----
PPOME	----	----	----
PPOSE	----	----	----
PPSS - Display	----	----	----
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	----	----	----
PT_CLSTB2-Display PCL2(B2)	----	----	----
PT_DSH20 - Daily Work Schedule	X	X	X
PT_QTA10 - Display Absence Quota Information	----	----	----
PT03 - Display Work Schedule	X	X	X
PT50-Quota Overview	X	X	X
PT60-HR Time: Time Evaluation	X	X	X
PT62 - Attendance Check	----	----	----
PT63 - Personal Work Schedule	X	X	X
PT64 - Attendance Data Overview	X	X	X
PT65 - Attendance Overview Graphic	----	----	----
PT90 - Absence Data: Calendar View	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
PT90_ATT - Attendance Data: Calendar View	X	X	X
PT91_ ATT - Attendance Data: Multiple Employee View	X	X	X
PU03 - Change Payroll Status	----	----	----
PU19 - Tax Reporter	----	----	----
PUOC_10 - Off-Cycle Workbench	----	----	----
PUOCLG - List batch table	----	----	----
PUOCLL - List replacements, reversals	----	----	----
RPTIME00 (via PT60)	----	----	----
RSSCD100_PFCG- Display Change Documents for Role Administration	----	----	----
RSSCD100_PFCG_USER- For role assignment	----	----	----
RSUSR200- List of Users per Login Date	----	----	----
S_AHR_61015554	----	----	----
S_AHR_61015556 - Merit System/Range Salary Table Report	----	----	----
S_AHR_61015611 - Wage type statement	----	----	----
S_AHR_61016129 - Employee history report	X	X	X
S_AHR_61016146 - Garnishment details	----	----	----
S_AHR_61016148 - Workers' compensation report	X	X	X
S_AHR_61016157 - 401(k) non-discrimination testing	X	X	X
S_AHR_61016354 - Telephone Directory	X	X	X
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	X	X	X
S_AHR_61016357 - Defaults for Pay Scale Reclassification	X	X	X

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
S_AHR_61016358 - Reference Personnel Numbers	X	X	X
S_AHR_61016360 - HR Master Data Sheet	X	X	X
S_AHR_61016362 - Flexible Employee Data	X	X	X
S_AHR_61016369 - Employee List	X	X	X
S_AHR_61016373 - Headcount Development	X	X	X
S_AHR_61016376 - Salary According to Seniority	X	X	X
S_AHR_61016378 - Assignment to Wage Level	X	X	X
S_AHR_61016380 - Logged Changes in Infotype Data	X	X	X
S_AHR_61016493 - Organizational Structure	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----
S_AHR_61016502 - Position History	----	----	----
S_AHR_61016504 - Position Description	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----
S_AHR_61018754	----	----	----
S_AHR_61018797 - Salary by job	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----	----	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----
S_ALR_87012308 Display Changes to GL Accounts	----	----	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----
S_ALR_87012326 Chart of Accounts	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----
S_ALR_87012328 G/L Account list	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	----	----	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	----
S_BCE_68001393- Users by address data	----	----	----
S_BCE_68001394- Users According to Complex Criteria	----	----	----
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----	----	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----	----	----
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----	----	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----	----	----
S_BCE_68001399- Where Used List- Roles In Users	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
S_BCE_68001400-Users by Complex Selection Criteria	----	----	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----	----	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----	----	----
S_BCE_68001403- With Critical Authorizations	----	----	----
S_BCE_68001404- Profiles by Profiles Contained	----	----	----
S_BCE_68001405- Profiles by Authorizations	----	----	----
S_BCE_68001406- Profiles by Authorization Values	----	----	----
S_BCE_68001407- Profiles by Last Change	----	----	----
S_BCE_68001408- Profiles by Role	----	----	----
S_BCE_68001409- Profiles by Complex Selection Criteria	----	----	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----	----	----
S_BCE_68001411- Authorization Objects by Object Class	----	----	----
S_BCE_68001412- Authorization Objects by Field, Text	----	----	----
S_BCE_68001413- Authorization Objects by Complex Selection Criteria	----	----	----
S_BCE_68001414- Authorizations by Object	----	----	----
S_BCE_68001415- Authorizations by Values	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
S_KI4_38000034 Alphabetical list	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----
S_L9C_94000095 - Headcount Changes	X	X	X
S_PH0_48000450 - Date Monitoring	X	X	X
S_PH0_48000510 - Ad Hoc Query	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----
S_PH0_48000525 - Ad Hoc Query	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----	----	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----	----	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----	----	----
S_PH9_46000216 - Service Anniversaries	X	X	X
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	X	X	X
S_PH9_46000218 - Statistics: Gender Sorted by Age	X	X	X
S_PH9_46000221 - Birthday List	X	X	X
S_PH9_46000222 - Family Members	X	X	X
S_PH9_46000223 - EEs Entered and Left	X	X	X
S_PH9_46000224 - Education and Training	X	X	X
SE16N - General Table Display	----	----	----
SM04 - view all users - term session	----	----	----
SM30 - Call View Maintenance	----	----	----
SM31- Create Vendor	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
SM35 Execute Batch Input Session	X	X	----
SP02- Output Controller: List of Spool Requests	X	X	X
SPRO	----	----	----
SQ01 SAP Query	----	----	----
SQ02 SAP Query	----	----	----
SQ03 SAP Query	----	----	----
SU01- User Maintenance	----	----	----
SU01D- User Maintenance Initial Screen (display only version)	----	----	----
SU05- Maintain Internet User	----	----	----
SU10-User Maintenance Mass Changes Initial Screen	----	----	----
SU3-Maintain User Profile	----	----	----
SU53-Display Authorization Data	----	----	----
SUIM- User Information System	----	----	----
SUPC- Roles: Mass generation of profiles	----	----	----
Table View/Print	----	----	----
ZACCT - Accounting Results	----	----	----
ZBBD - Black Box Dump	----	----	----
ZCAT6 -Time Transfer to HR Time	X	X	X
ZCATA - Time Transfer to HR Time	X	X	X
zerp_pay_suite	X	X	X
ZFITP3- Gap 42	----	----	----
ZFITPP - GAP 2	----	----	----
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----
ZHR_ALAS_SAVE	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----	----	----
ZHR_RPTOM090 - Authorized Positions Report	----	----	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	----	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	X	X	X
ZHR_RPTPA200 - DSHS Retirees Processed	X	X	X
ZHR_RPTPA231 - Employee and Position Status Report	X	X	X
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	X	X	X
ZHR_RPTPA457 - Personnel Action Report	X	X	X
ZHR_RPTPA471 - Original Hire Probatinal Employees	X	X	X
ZHR_RPTPA719 - Employee Probation Report	X	X	X
ZHR_RPTPA765 - Non-State Employee Report	X	X	X
ZHR_RPTPA802 - Washington Management Services Change Activity Report	X	X	X
ZHR_RPTPAN02 - Flexible Employee Data Report	X	X	X

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	----	----	----
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----	----	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----	----	----
ZHR_RPTPY061 - Federal Employer Identification Number	----	----	----
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	----	----	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----	----	----
ZHR_RPTPY139 - Classification Distribution	----	----	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----	----	----
ZHR_RPTPY164 - Wage Type Use Report	----	----	----
ZHR_RPTPY376 - Journal Vouchers	----	----	----
ZHR_RPTPY394 - Medical Aid Detail Report	----	----	----
ZHR_RPTPY455 - Negative Summary Records	----	----	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----	----	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	X	----	----
ZHR_RPTPY622 - Union Dues Deductions	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----	----	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----	----	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----	----	----
ZHR_RPTPY661 - Tax Exempt Status Report	----	----	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----	----	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----	----	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----	----	----
ZHR_RPTPY713 - EFT Employee Letters	----	----	----
ZHR_RPTPY807 - SSN Change	----	----	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----	----	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----	----	----
ZHR_RPTPYN09 - Payroll Threshold Report	----	----	----
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	----	----	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	----	----	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	----	----	----
ZHRAFRSALLOCODE	----	----	----
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Personnel Administration Processor	Personnel Administration Supervisor	Personnel Administration Inquirer
ZMUR - 3rd party create posting run	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----

SECTION 3: HRMS PAYROLL ROLES

Payroll Processor

Description: The *Payroll Processor* role is responsible for creating and maintaining payroll information for new and existing employees in the HRMS system. New employee payroll information is entered once the human resource information has been entered.

The technical name for this role in HRMS is SR3P_DE_PAY_PROC.

Activities: The *Payroll Processor* role will perform the following key activities in HRMS:

- o Create and maintain employee payroll information
    - New employee
    - Appointment changes that result in payroll changes
    - Separation
    - Benefits (Medical, Disability, Retirement)
- o Create and maintain additional payments and recurring deductions (e.g., single, recurring, non-cash wage type for educational assistance)
- o Create and maintain bond purchases/denominations (e.g., savings bond)
- o Create and maintain employee leave information (e.g., accruals, shared leave, military leave)
- o View basic personnel information

Skills: It is expected that individuals assigned to the *Payroll Processor* role have a current understanding of the State of Washington payroll business processes and Federal regulations.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's payroll functions
- o Understanding the State's new payroll capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to payroll data creation and maintenance

- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current payroll process to HRMS payroll processes
- o Skills necessary to perform payroll transactions in the HRMS system

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if entered incorrectly could cause an employee to not get paid.

Magnitude of Change: <u>Medium</u> - Role exists today but will be different in HRMS.

Maps to Existing Job Title(s): The *Payroll Processor* role is typically performed by the following State of Washington job titles:

- o Fiscal Technician
- o Financial Analyst 1, 2, 3
- o Payroll Coordinator
- o Human Resource Consultant 1, 2, 3

Payroll Analyst

Description: The *Payroll Analyst* role is responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PAY_ANL.

Activities: The *Payroll Analyst* role will perform the following key activities in HRMS:

- o Simulate regular and off-cycle payroll
- o Identify and correct payroll errors
- o Produce payroll reports
- o Review payroll reports
- o Execute off-cycle reversals
    - ▪ Warrant cancellations
    - ▪ EFT reversals
    - ▪ Non-authorized manual checks
- o View basic personnel information

Skills: It is expected that individuals assigned to the *Payroll Analyst* role have a current understanding of the State of Washington payroll business processes and Federal regulations.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's payroll functions
- o Understanding the State's new payroll capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to payroll processing
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current payroll process to HRMS payroll processes
- o Understanding the release of payroll by DOP and how the agency corrects payroll errors
- o Skills necessary to perform payroll processing transactions in the HRMS system

       o Understanding of payroll reconciliation procedures

       o Understanding of the integration between HRMS, Office of the State Treasurer and Office of Financial Management

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if payroll errors are not corrected, employees may not get paid.

Magnitude of Change: <u>Medium</u> - Role exists today but will be different in HRMS.

Maps to Existing Job Title(s): The *Payroll Analyst* role is typically performed by the following State of Washington job titles:

       o Financial Analyst 4, 5

Garnishment Administrator

Description: The *Garnishment Administrator* role is responsible for creating and maintaining employee garnishment information for new and existing employees in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_GARNISH_ADMIN.

Activities: The *Garnishment Administrator* role will perform the following key activities in HRMS:

- o Create and maintain garnishment information (recurring payments and deduction wage types)
- o Create and maintain garnishment documents
- o Issue garnishment orders
- o View basic personnel information

Skills: It is expected that individuals assigned to the *Garnishment Administrator* role have a current understanding of the State of Washington payroll business processes and Federal regulations.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's payroll functions
- o Understanding the State's new payroll capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to garnishment processing
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Skills necessary to perform garnishment transactions in the HRMS system

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, wrong amount could be taken out of employee's check if not entered correctly.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s):   The *Garnishment Administrator* role is typically performed by the following State of Washington job titles:

- o   Fiscal Technician
- o   Financial Analyst 1, 2, 3
- o   Payroll Coordinator
- o   Human Resource Consultant 1, 2, 3

Benefits Processor

Description: The *Benefits Processor* role is responsible for maintaining and updating benefit plan participation information for all eligible State employees. In addition, the Benefits Processor provides general benefits advice, guidance and support to managers and supervisors.

The technical name for this role in HRMS is SR3P_DE_BENE_PROC.

Activities: The *Benefits Processor* role will perform the following key activities in HRMS:

- o Maintain and update employee benefit information
    - Medical
    - Disability
    - Retirement
- o View basic personnel information

Skills: It is expected that individuals assigned to the *Benefits Processor* role have a current understanding of the State of Washington benefits business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's benefits functions
- o Understanding the State's new benefits capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to benefits maintenance
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current payroll process to HRMS payroll processes
- o Skills necessary to view benefits transactions in the HRMS system

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if benefits information is entered incorrectly, an employee's paycheck may not reflect appropriate deductions.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The ***Benefits Processor*** role is typically performed by the following State of Washington job titles:

- o Fiscal Technician
- o Financial Analyst 1, 2, 3
- o Payroll Coordinator
- o Human Resource Consultant 1, 2, 3

Leave Corrections Processor

Description: The *Leave Corrections Processor* role is responsible for maintaining employee leave and shared leave information for new and existing employees in the HRMS system. New (or transferred) employee leave information is entered once the human resource information has been entered.

The technical name for this role in HRMS is SR3P_DE_LEAVE_CORR_PROC.

Note: The Leave Corrections Processor role is a limited access version of the Payroll Processor role. Agencies do not need to map an employee to both roles.

Activities: The *Leave Corrections Processor* role will perform the following key activities in HRMS:

- o Correct leave quota information
    - ▪ Sick leave
    - ▪ Annual leave
    - ▪ Personal holiday
    - ▪ Shared leave
    - ▪ Military leave
    - ▪ Exchange time
    - ▪ Comp time

Skills: It is expected that individuals assigned to the *Leave Corrections Processor* role have a current understanding of the State of Washington time and attendance business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's time recording functions
- o Understanding the State's new time management capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to employee time recording
- o Knowledge of role changes related to HRMS, including new procedures and forms

       o   Comparing current time recording processes to HRMS time management processes

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if leave corrections are not made, an employee will not have accurate leave balance information for which to plan time off.

Magnitude of Change: <u>Medium</u> – Role exists today but will be different in HRMS.

Maps to Existing Job Title(s): The ***Leave Corrections Processor*** role is typically performed by the following State of Washington job titles:

       o   Fiscal Technician

       o   Financial Analyst 1, 2, 3

       o   Payroll Coordinator

       o   Human Resource Consultant 1, 2, 3

Payroll Supervisor

Description: The *Payroll Supervisor* role provides oversight for the following payroll-related roles: *Payroll Processor* (responsible for maintaining payroll information); *Payroll Analyst* (responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals); *Garnishment Administrator* (responsible for creating and maintaining employee garnishment information) and *Benefits Processor* (responsible for maintaining and updating benefit plan participation information).

The technical name for this role in HRMS is SR3P_DE_PAY_SUPV.

Activities: The *Payroll Supervisor* role will perform the following key activities in HRMS:

- o View payroll information
  - New employee
  - Appointment change
  - Separation
  - Benefits (Medical, Disability, Retirement)
- o View wage types information (e.g., single, recurring, non-cash wage type for educational assistance)
- o View bond purchases/denominations
- o View employee leave information (e.g., accruals, shared leave, military leave)
- o View simulated and released regular and off-cycle payroll
- o View payroll errors
- o View payroll reports
- o View off-cycle reversals
  - Warrant cancellations
  - EFT reversals
  - Non-authorized manual checks
- o View garnishment information
- o View garnishment documents
- o View garnishment orders
- o View basic personnel information

Skills: It is expected that individuals assigned to the *Payroll Supervisor* role have a current understanding of the State of Washington payroll business processes and Federal regulations.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's payroll functions
- o Understanding the State's new payroll capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to payroll data creation and maintenance
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current payroll process to HRMS payroll processes
- o Skills necessary to view payroll transactions in the HRMS system

Criticality: <u>Low</u> - Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The *Payroll Supervisor* role is typically performed by the following State of Washington job titles:

- o Financial Analyst 4, 5

Payroll Inquirer

Description: The *Payroll Inquirer* role has the ability to view payroll information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PAY_INQ.

Activities: The *Payroll Inquirer* role will perform the following key activities in HRMS:

- o View payroll information
- o View wage types information
- o View savings bond purchases/denominations
- o View employee leave quotas (accruals)
- o View simulated payroll
- o View payroll reports

Skills: It is expected that individuals assigned to the *Payroll Inquirer* role have a current understanding of the State of Washington payroll business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's payroll functions
- o Understanding the State's new payroll capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to payroll data creation and maintenance
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current payroll process to HRMS payroll processes
- o Skills necessary to view payroll transactions in the HRMS system

Criticality: <u>Low</u> – Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The *Payroll Inquirer* role is typically performed by the following State of Washington job titles:

- o Fiscal Technician
- o Financial Analyst 1

Infotype Access for Payroll Roles

| Infotype | Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access | | | | | | |
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
0000-Actions	RMW	RM	RW	RMW	RMW	RM	R
0001-Org. Assignment	RM	RM	RMW	RM	RMW	RM	RM
0002-Personal Data	RMW	RM	RMW	RM	RMW	RM	RM
0003-Payroll Status	RMW	RM	RW	R	RMW	RM	R
0006-Address	RM	RM	R	RM	----	RM	R
0007-Planned Working Time	RMW	RM	R	RM	RW	RM	RM
0008-Basic Pay	RMW	RM	RM	RM	----	RM	RM
0009-Bank Details	RMW	RMW	R	R	----	RMW	RM
0014-Recurring Payments/Deductions	RMW	RMW	R	RMW	----	RMW	RM
0015-Additional Payments	RMW	RMW	----	RMW	----	RMW	RM
0016-Contract Elements	RM	RM	RM	RM	R	RM	RM
0019-Monitoring of Task	----	----	----	----	----	----	----
0021- Emergency Contact	RMW	----	R	----	----	RM	----
0022-Education	----	----	----	----	----	----	----
0023-Previous/Other Employers	----	----	----	----	----	----	----
0027-Cost Distribution	RMW	RMW	----	----	----	R	RM
0031-Reference Personnel Number	RM	RM	RM	RM	---	RM	RM
0040-Objects on Loan	----	----	----	----	----	RM	----
0041-Date Specifications	RM	RM	----	RM	RM	RM	RM
0077-Additional Personal Data	----	----	----	----	----	RM	----
0081-Military Status	----	----	----	----	----	RM	----
0094-Residence Status	RM	RM	----	----	----	RM	RM
0103-Bond Purchases	RMW	RMW	----	----	----	RM	RM
0104-Bond Denominations	RMW	RMW	----	----	----	RM	RM
0105-Communication	RMW	RM	----	----	----	RM	----
0106-Related persons	---	---	---	---	R	---	---

Infotype	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
0121-RefPerNo Priority	RM	RM	RM	RM	---	RM	RM
0128-Notifications	RMW	RMW	----	----	----	RM	----
0167-Health Plans	RM	RM	----	RMW	----	RM	RM
0169-Savings Plan	RMW	RMW	----	RMW	----	RM	RM
0170 - flexible spending accounts	----	----	----	R	----	R	R
0171-General Benefits Information	RMW	RMW	----	RMW	----	RM	RM
0194-Garnishment Document	R	R	RMW	R	----	RM	R
0195-Garnishment Order	----	----	RMW	R	----	RM	----
0207-Residence Tax Area	RMW	RMW	----	----	----	RM	RM
0208-Work Tax Area	RMW	RMW	----	----	----	RM	RM
0209-Unemployment State	RMW	RMW	----	----	----	RM	RM
0210-Withholding Info W4	RMW	RMW	----	----	----	RM	RM
0216-Garnishment adjustments	----	----	RMW	----	----	RM	----
0221-Payroll Results Adjustment	RM	RMW	----	----	----	RM	RM
0234-Additional Withholding Info US	RMW	RMW	----	----	----	RM	RM
0235-Other US Taxes	RMW	RMW	----	----	----	RM	RM
0302-Additional Actions	RM	RM	----	----	R	RM	R
0377-Miscellaneous Plans	RM	RM	----	RM	----	RM	RM
0416 – Time Quota Compensation (Buyout)	RMW	RMW	R	----	RM	RM	R
0552-Time Specifications/Employee Period	----	----	----	----	----	RM	----
0554-Hourly Rate per Assignment	RMW	RMW	----	----	----	RM	RM
0613-Absence Donation/Withdraw (US)	RMW	RM	----	----	RMW	RM	RM
0696-Absence Pools	RMW	RM	----	----	RMW	RM	RM
1000-Objects	----	----	----	----	----	RM	----
1001-Relationships	----	----	----	----	----	RM	----
1002-Descriptions	----	----	----	----	----	RM	----

| Infotype | Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access | | | | | | |
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
1003 Dep / Staff	---	---	---	---	---	---	---
1005-Planned Compensation	----	----	----	----	----	RM	----
1007-Vacancy	----	----	----	----	----	RM	----
1008-Account Assignment Features	----	----	----	----	----	RM	----
1011-Work Schedule	----	----	----	----	----	RM	----
1013-Employee Group/Sub-Group	----	----	----	----	----	RM	----
1017-PD Profiles	----	----	----	----	----	----	----
1018-Cost Distribution	RM	RM	----	----	R	RM	R
1028-Address	----	----	----	----	----	RM	----
1610-U.S. Job Attributes	----	----	----	----	----	RM	----
1660 - Position Attributes	---	---	---	---	---	---	---
2001-Absences	RMW	RM	----	----	RM	RM	RM
2003-WS Substitutions	RMW	RM	----	----	----	RMW	RM
2006-Absence Quotas	RM	RM	----	----	RM	RM	RM
2010-EE Remuneration Info	RMW	RM	----	----	RMW	RM	RM
2012-Time Transfer Specifications	----	----	----	----	----	----	----
2013-Quota Corrections	RMW	RM	----	----	----	RMW	R M
9410 - Marine accumulation of hours	RM	RM	----	----	RM	RM	R

Transaction Code Access for Payroll Roles

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
AL08 View all users							
CAT2 Record Working Time	----	----	----	----	----	----	----
CAT3 Display Working Time	----	----	----	----	X	----	----
CAT8 CATS: Object-Related Approval	----	----	----	----	----	----	----
CATC-Time sheet/Time leveling	----	----	----	----	----	----	----
CATS_DA -	----	----	----	----	----	----	----
FDTA - DME management	----	----	----	----	----	----	----
FK01 - Create Vendor	----	----	----	----	----	----	----
FK02 - Change Vendor	----	----	----	----	----	----	----
FK03 - Display Vendor	----	----	----	----	----	----	----
FM_Function Process Functional Area	----	----	----	----	----	----	----
FM5i Create Fund	----	----	----	----	----	----	----
FM5S Display Fund	----	----	----	----	----	----	----
FM5U Change Fund	----	----	----	----	----	----	----
FMCIA Individual Processing	----	----	----	----	----	----	----
FMCIC Display	----	----	----	----	----	----	----
FMDERIVER Process Account Assignment Derivation	----	----	----	----	----	----	----
FMSA Create	----	----	----	----	----	----	----
FMSB Change	----	----	----	----	----	----	----
FMSC Display	----	----	----	----	----	----	----
FS00 Centrally	----	----	----	----	----	----	----
FS04 Centrally	----	----	----	----	----	----	----
FSP4 In Chart of Accounts	----	----	----	----	----	----	----
FSP0 In Chart of Accounts	----	----	----	----	----	----	----
FSS0 In Company Code	----	----	----	----	----	----	----
FSS3 In company code	----	----	----	----	----	----	----
HRBEN0001 - Enrollment	----	----	----	X	----	----	----
HRBEN0003 - Participation Monitor	----	----	----	X	----	----	X
HRBEN0006 - Participation Overview	----	----	----	X	----	----	X

Transaction Code	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
				Access X = Access ----- = No Access			
HRBEN0014 - Termination	----	----	----	X	----	----	----
HRBEN0072	----	----	----	X	----	X	X
HRCMP0041 - Update IT 0008	----	----	----	----	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----	----	----	----	----
KA01 Create Primary	----	----	----	----	----	----	----
KA02 Change	----	----	----	----	----	----	----
KA03 Display	----	----	----	----	----	----	----
KA04 Delete	----	----	----	----	----	----	----
KA05 Display Chgs	----	----	----	----	----	----	----
KA22 Display	----	----	----	----	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----	----	----	----	----
KA24 Delete	----	----	----	----	----	----	----
KKC1 Create	----	----	----	----	----	----	----
KKC2 Change	----	----	----	----	----	----	----
KKC3 Display	----	----	----	----	----	----	----
KS01 Create	----	----	----	----	----	----	----
KS02 Change	----	----	----	----	----	----	----
KS03 Display	----	----	----	----	----	----	----
KS04 Delete	----	----	----	----	----	----	----
KS05 Display	----	----	----	----	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----	----	----	----	----
KS13 Display	----	----	----	----	----	----	----
KS14 Delete	----	----	----	----	----	----	----
LFA1 - Translation Table	----	----	----	----	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----	----	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----	----	----	----	----
OB_GLACC12 Company code data	----	----	----	----	----	----	----
OB_GLACC13 Descriptions	----	----	----	----	----	----	----
OKB2 Make Default Settings	----	----	----	----	----	----	----
OKB3 Create Batch Input Session	----	----	----	----	----	----	----
OKW7 Directory	----	----	----	----	----	----	----

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
PA03 - Control Record	----	----	----	----	----	----	----
PA10 Personnel File	----	----	----	----	----	X	X
PA20 Display Master Data Actions	X	X	X	X	X	X	X
PA30 Maintain Actions	X	X	X	X	X	X	----
PA40 Personnel Actions	X	----	----	X	----	----	----
PA42 Fast Entry: Actions	----	----	----	----	----	----	----
PA51 Display Time Data	X	X	----	----	X	X	X
PA61 Maintain Time Data	----	----	----	----	X	----	----
PA70 Fast Entry	----	----	----	----	----	----	----
PA71 Fast Entry Time Data	----	----	----	----	X	----	----
PC_PAYRESULT - Display Results	X	X	----	----	----	X	X
PC00_M10_CALC - Start payroll	----	----	----	----	----	----	----
PC00_M10_CALC_SIMU - Simulation	X	X	----	----	----	X	----
PC00_M10_CDTC - Pre-program DME	----	----	----	----	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----	----	----	----	----
PC00_M10_CEDT - Remuneration statement	X	X	----	----	----	X	X
PC00_M10_FFOC - Print check	----	----	----	----	----	----	----
PC00_M10_FFOT - Create DME	----	----	----	----	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----	----	----	----	----
PC00_M10_OTLJ - Payroll Journal	X	X	----	----	----	X	X
PC00_M10_REC - Payroll reconciliation report	----	----	----	----	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----	----	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----	----	----	----	----
PC00_M99_CIPC - Check completeness	----	----	----	----	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----	----	----	----	----
PC00_M99_CPRC - Payroll Calendar	X	X	----	----	----	X	X
PC00_M99_CWTR - Wage type reporter	X	X	----	----	----	X	X
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----	----	----	----	----
PC00_M99_DLGA20 - Wage Type use - international	----	----	----	----	----	----	----

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----	----	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----	----	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----	----	----	----	----
PC00_M99_PA03_END - Exit payroll	----	----	----	----	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----	----	----	----	----
PC00_M99_U510 - Update T510	----	----	----	----	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----	----	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----	----	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----	----	----	----	----
PC00_M99_URMP - Create posting run	----	----	----	----	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----	----	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----	----	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----	----	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----	----	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----	----	----	----	----
PCP0 - Process posting run	----	----	----	----	----	----	----
PE03 Features	----	----	----	----	----	----	----
PFCG-Role Maintenance	----	----	----	----	----	----	----
PO03 - Maintain Job	----	----	----	----	----	----	----
PO03D - Display Job	X	X	X	X	X	X	X
PO10 - Maintain Org	----	----	----	----	----	----	----
PO10D - Display Org	X	X	X	X	X	X	X
PO13 - Maintain Position	----	----	----	----	X	----	----
PO13D - Display Position	X	X	----	----	----	X	----
PP01 - General	----	----	----	----	----	----	----
PP03 - Actions	----	----	----	----	----	----	----
PPIS - HIS	----	----	----	----	----	----	----
PPOM Maintain Org Plan	----	----	----	----	----	----	----
PPOME	----	----	----	----	----	----	----
PPOSE	----	----	----	----	----	----	----

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
S_AHR_61016146 - Garnishment details	X	X	X	----	----	X	X
S_AHR_61016148 - Workers' compensation report	X	----	----	----	----	X	----
S_AHR_61016157 - 401(k) non-discrimination testing	----	----	----	----	----	----	----
S_AHR_61016354 - Telephone Directory	----	----	----	----	----	----	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----	----	----	----	----	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----	----	----	----	----	----	----
S_AHR_61016358 - Reference Personnel Numbers	----	----	----	----	----	----	----
S_AHR_61016360 - HR Master Data Sheet	----	----	----	----	----	----	----
S_AHR_61016362 - Flexible Employee Data	----	X	----	----	X	----	----
S_AHR_61016369 - Employee List	----	----	----	----	----	----	----
S_AHR_61016373 - Headcount Development	----	----	----	----	----	----	----
S_AHR_61016376 - Salary According to Seniority	----	----	----	----	----	----	----
S_AHR_61016378 - Assignment to Wage Level	----	----	----	----	----	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	----	----	----	----	----	----	----
S_AHR_61016493 - Organizational Structure	----	----	----	----	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----	----	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----	----	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----	----	----	----	----
S_AHR_61016502 - Position History	----	----	----	----	----	----	----
S_AHR_61016504 - Position Description	----	----	----	----	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----	----	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----	----	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----	----	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----	----	----	----	----
S_AHR_61018754	----	----	----	----	----	X	----

Transaction Code	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
S_AHR_61018797 - Salary by job	----	----	----	----	----	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	X	X	----	----	----	X	X
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----	----	----	----	----
S_ALR_87012308 Display Changes to GL Accounts	----	----	----	----	----	----	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----	----	----	----	----
S_ALR_87012326 Chart of Accounts	----	----	----	----	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----	----	----	----	----
S_ALR_87012328 G/L Account list	----	----	----	----	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----	----	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	X	X	----	----	----	x	x
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	----	----	----	----	----
S_BCE_68001393- Users by address data	----	----	----	----	----	----	----
S_BCE_68001394- Users According to Complex Criteria	----	----	----	----	----	----	----
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----	----	----	----	----	----	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----	----	----	----	----	----	----
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----	----	----	----	----	----	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----	----	----	----	----	----	----
S_BCE_68001399- Where Used List- Roles In Users	----	----	----	----	----	----	----
S_BCE_68001400-Users by Complex Selection Criteria	----	----	----	----	----	----	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----	----	----	----	----	----	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----	----	----	----	----	----	----
S_BCE_68001403- With Critical Authorizations	----	----	----	----	----	----	----

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
S_BCE_68001404- Profiles by Profiles Contained	----	----	----	----	----	----	----
S_BCE_68001405- Profiles by Authorizations	----	----	----	----	----	----	----
S_BCE_68001406- Profiles by Authorization Values	----	----	----	----	----	----	----
S_BCE_68001407- Profiles by Last Change	----	----	----	----	----	----	----
S_BCE_68001408- Profiles by Role	----	----	----	----	----	----	----
S_BCE_68001409- Profiles by Complex Selection Criteria	----	----	----	----	----	----	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----	----	----	----	----	----	----
S_BCE_68001411- Authorization Objects by Object Class	----	----	----	----	----	----	----
S_BCE_68001412- Authorization Objects by Field, Text	----	----	----	----	----	----	----
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	----	----	----	----	----	----	----
S_BCE_68001414-Authorizations by Object	----	----	----	----	----	----	----
S_BCE_68001415-Authorizations by Values	----	----	----	----	----	----	----
S_KI4_38000034 Alphabetical list	----	----	----	----	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----	----	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----	----	----	----	----
S_L9C_94000095 - Headcount Changes	----	----	----	----	----	----	----
S_PH0_48000450 - Date Monitoring	----	----	----	----	----	----	----
S_PH0_48000510 - Ad Hoc Query	----	----	----	----	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----	----	----	----	----
S_PH0_48000525 - Ad Hoc Query	----	----	----	----	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	X	X	X	X	----	x	x
S_PH9_46000172 (Variant -Savings Bond Reserve)	X	X	X	X	----	x	x
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	X	X	X	X	----	x	x
S_PH9_46000216 - Service Anniversaries	----	----	----	----	----	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----	----	----	----	----	----	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----	----	----	----	----	----	----

Transaction Code	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
	Access X = Access ----- = No Access						
S_PH9_46000221 - Birthday List	----	----	----	----	----	----	----
S_PH9_46000222 - Family Members	----	----	----	----	----	----	----
S_PH9_46000223 - EEs Entered and Left	----	----	----	----	----	----	----
S_PH9_46000224 - Education and Training	----	----	----	----	----	----	----
SE16N - General Table Display	----	----	----	----	----	----	----
SM04 - view all users - term session	----	----	----	----	----	----	----
SM30 - Call View Maintenance	----	----	----	----	----	----	----
SM31- Create Vendor	----	----	----	----	----	----	----
SM35 Execute Batch Input Session	----	----	----	----	X	----	----
SP02- Output Controller: List of Spool Requests	X	X	X	X	X	X	X
SPRO	----	----	----	----	----	----	----
SQ01 SAP Query	----	----	----	----	----	----	----
SQ02 SAP Query	----	----	----	----	----	----	----
SQ03 SAP Query	----	----	----	----	----	----	----
SU01- User Maintenance	----	----	----	----	----	----	----
SU01D- User Maintenance Initial Screen (display only version)	----	----	----	----	----	----	----
SU05- Maintain Internet User	----	----	----	----	----	----	----
SU10-User Maintenance Mass Changes Initial Screen	----	----	----	----	----	----	----
SU3-Maintain User Profile	----	----	----	----	----	----	----
SU53-Display Authorization Data	----	----	----	----	----	----	----
SUIM- User Information System	----	----	----	----	----	----	----
SUPC- Roles: Mass generation of profiles	----	----	----	----	----	----	----
Table View/Print	----	----	----	----	----	----	----
ZACCT - Accounting Results	----	----	----	----	----	----	----
ZBBD - Black Box Dump	----	----	----	----	----	----	----
ZCAT6 -Time Transfer to HR Time	----	----	----	----	----	----	----
ZCATA - Time Transfer to HR Time	----	----	----	----	----	----	----
zerp_pay_suite	X	X	X	X	X	X	X
ZFITP3- Gap 42	----	----	----	----	----	----	----
ZFITPP - GAP 2	----	----	----	----	----	----	----

Transaction Code	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----	----	----	----	----
ZHR_ALAS_SAVE	----	----	----	----	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----	----	----	X	----	X	X
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----	----	----	X	----	X	X
ZHR_RPTOM090 - Authorized Positions Report	----	----	----	----	----	X	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	----	----	----	----	X	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	----	----	----	----	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	----	----	----	----	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----	----	----	----	----	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	----	----	----	----	----	----	----
ZHR_RPTPA231 - Employee and Position Status Report	----	----	----	----	----	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----	----	----	----	----	----	----
ZHR_RPTPA457 - Personnel Action Report	----	----	----	----	----	----	----
ZHR_RPTPA471 - Original Hire Probational Employees	----	----	----	----	----	----	----
ZHR_RPTPA719 - Employee Probation Report	----	----	----	----	----	----	----
ZHR_RPTPA765 - Non-State Employee Report	----	----	----	----	----	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----	----	----	----	----	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----	----	----	----	X	----	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	X	X	----	----	----	X	X
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	X	X	----	----	----	X	X
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	X	X	----	----	----	X	X
ZHR_RPTPY061 - Federal Employer Identification Number	X	X	----	----	----	X	X

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	X	X	----	----	----	X	X
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	X	X	----	----	----	X	X
ZHR_RPTPY139 - Classification Distribution	X	X	----	----	----	X	X
ZHR_RPTPY151 - Corrections and Returns for Agency Action	X	X	----	----	----	X	X
ZHR_RPTPY164 - Wage Type Use Report	X	X	----	----	----	----	----
ZHR_RPTPY376 - Journal Vouchers	X	X	----	----	----	X	X
ZHR_RPTPY394 - Medical Aid Detail Report	X	X	----	----	----	X	X
ZHR_RPTPY455 - Negative Summary Records	X	X	----	----	----	X	X
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	----	----	----	----	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	X	X	----	----	----	X	X
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	X	X	----	----	----	X	X
ZHR_RPTPY622 - Union Dues Deductions	X	X	----	----	----	X	X
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	X	X	----	----	----	X	X
ZHR_RPTPY635 - Warrant/ACH Register and Summary	X	X	----	----	----	X	X
ZHR_RPTPY646 - Employee YTD Payroll Register	X	X	----	----	----	X	X
ZHR_RPTPY661 - Tax Exempt Status Report	X	X	----	----	----	X	X
ZHR_RPTPY675 - Appointments with EIC at Yearend	X	X	----	----	----	X	X
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	X	X	----	----	----	X	X
ZHR_RPTPY711 - Earnings and Deductions Statement	X	X	----	----	----	X	X
ZHR_RPTPY713 - EFT Employee Letters	X	X	----	----	----	X	X
ZHR_RPTPY807 - SSN Change	X	X	----	----	----	X	X
ZHR_RPTPYN07 - Preemptive Time Data Check	X	X	----	----	----	X	X
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	X	X	----	----	----	X	X
ZHR_RPTPYN09 - Payroll Threshold Report	X	X	----	----	----	X	X

Transaction Code	Access X = Access ----- = No Access						
	Payroll Processor	Payroll Analyst	Garnishment Administrator	Benefits Processor	Leaves Correction Processor	Payroll Supervisor	Payroll Inquirer
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	X	X	----	----	----	X	X
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	X	X	----	----	----	X	X
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----	----	----	----	X	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	----	----	----	----	X	----	----
ZHRAFRSALLOCODE	----	----	----	----	----	----	----
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----	----	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----	----	----	----	----
ZMUR - 3rd party create posting run	----	----	----	----	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----	----	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----	----	----	----	----

SECTION 4: HRMS TIME MANAGEMENT ROLES
Time and Attendance Processor

Description: The *Time and Attendance Processor* role is responsible for recording absence and attendance information for new and existing employees in the Cross Application Time Sheet (CATS) component of the HRMS system.

The technical name for this role in HRMS is SR3P_DE_T&A_PROC.

Activities: The *Time and Attendance Processor* role will perform the following key activities in HRMS:

- o Record absence information (other than extended leave of absence)
    - ▪ Sick leave
    - ▪ Annual leave
    - ▪ Personal holiday
    - ▪ Exchange time used
    - ▪ Comp time used
- o Record overtime information
- o Assign time to cost centers or activities when there are exceptions to the assigned cost distribution
- o Enter time for hourly employees
- o Correct absence, attendance and cost center information
- o Update employee work schedules

Skills: It is expected that individuals assigned to the *Time and Attendance Processor* role have a current understanding of the State of Washington time management business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's time recording functions
- o Understanding the State's new time management capabilities within HRMS

- o Knowledge of new HRMS terms and concepts specific to employee time recording

- o Knowledge of role changes related to HRMS, including new procedures and forms

- o Comparing current time recording processes to HRMS time management processes

- o Understand the interaction between absence types and wage types

- o Skills necessary to enter attendance and absences using CATS and Fast Entry for hourly and exception employees, and use Fast Entry to enter time for groups of employees

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, entering wrong leave amount would cause employee's leave balance to reflect incorrectly.

Magnitude of Change: <u>Medium</u> - Role exists today but will be different in HRMS.

Maps to Existing Job(s): The *Time and Attendance Processor* role is typically performed by the following State of Washington job titles:

- o Office Assistant

- o Fiscal Technician

- o Payroll Assistant

- o Secretary series

- o Administrative Assistant series

- o Financial Analyst 1

Time and Attendance Supervisor

Description: The *Time and Attendance Supervisor* role provides oversight for the following roles: *Time and Attendance Processor* (responsible for entering absence and attendance information for new and existing employees) and *Leave Corrections Processor* (responsible for maintaining and updating employee leave and shared leave information).

The technical name for this role in HRMS is SR3P_DE_T&A_SUPV.

Activities: The *Time and Attendance Supervisor* role will perform the following key activities in HRMS:

- o View time entry information (other than extended leave of absence)
    - ▪ Leave quotas
    - ▪ Payroll time entries
- o View overtime information
- o Verify time assigned to cost centers or activities when there are exceptions to the assigned cost distribution
- o View time for hourly employees
- o View corrections to absences and attendance information
- o View quota balances

Skills: It is expected that individuals assigned to the *Time and Attendance Supervisor* role have a current understanding of the State of Washington time management business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's time recording functions
- o Understanding the State's new time management capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to employee time recording
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current time recording processes to HRMS time management processes

o Understand the interaction between absence types and wage types

o Skills necessary to view attendance and absences using CATS and Fast Entry for hourly and exception employees, and use Fast Entry to enter time for groups of employees

Criticality: <u>Low</u> - Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job(s): The *Time and Attendance Supervisor* role is typically performed by the following State of Washington job titles:

o Financial Analyst 4, 5
o Payroll Supervisor

Time and Attendance Inquirer

Description: The *Time and Attendance Inquirer* role has the ability to view leave quotas (accrual) and payroll time entries.

The technical name for this role in HRMS is SR3P_DE_T&A_INQ.

Activities: The *Time and Attendance Inquirer* will perform the following key activities in HRMS:

- o View time entry information (other than extended leave of absence)
    - ▪ Leave quotas
    - ▪ Payroll time entries

Skills: It is expected that individuals assigned to the *Time and Attendance Inquirer* role have a current understanding of the State of Washington time management business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's time recording functions
- o Understanding the State's new time management capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to employee time recording
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current time recording processes to HRMS time management processes
- o Understand the interaction between absence types and wage types
- o Skills necessary to enter attendance and absences using CATS and Fast Entry for hourly and exception employees, and use Fast Entry to enter time for groups of employees

Criticality: <u>Low</u> – Role may use the HRMS system for information access only.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The *Time and Attendance Inquirer* role is typically performed by the following State of Washington job titles:

- o Office Assistant
- o Fiscal Technician
- o Payroll Assistant
- o Secretary series
- o Administrative Assistant series
- o Financial Analyst

Infotype Access for Time Management Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
0000-Actions	RM	RM	R
0001-Org. Assignment	RMW	RM	RM
0002-Personal Data	RMW	RM	RM
0003-Payroll Status	RMW	R	R
0006-Address	R	R	R
0007-Planned Working Time	RM	RM	R
0008-Basic Pay	R	R	R
0009-Bank Details	R	R	R
0014-Recurring Payments/Deductions	RW	R	R
0015-Additional Payments	R	R	R
0016-Contract Elements	R	----	----
0019-Monitoring of Task	R	----	----
0021- Emergency Contact	R	----	----
0022-Education	----	----	----
0023-Previous/Other Employers	----	----	----
0027-Cost Distribution	R	R	----
0031-Reference Personnel Number	---	---	---
0040-Objects on Loan	----	----	----
0041-Date Specifications	RM	RM	R
0077-Additional Personal Data	----	----	----
0081-Military Status	----	----	----
0094-Residence Status	----	----	----
0103-Bond Purchases	----	----	----
0104-Bond Denominations	----	----	----
0105-Communication	----	RM	----
0106-Related persons	---	---	---
0121-RefPerNo Priority	---	---	---

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
0128-Notifications	----	----	----
0167-Health Plans	----	----	----
0169-Savings Plan	----	----	----
0170 - flexible spending accounts	----	----	----
0171-General Benefits Information	----	----	----
0194-Garnishment Document	R	R	R
0195-Garnishment Order	----	----	----
0207-Residence Tax Area	----	----	----
0208-Work Tax Area	----	----	----
0209-Unemployment State	----	----	----
0210-Withholding Info W4	----	----	----
0216-Garnishment adjustments	----	----	----
0221-Payroll Results Adjustment	----	----	----
0234-Additional Withholding Info US	----	----	----
0235-Other US Taxes	----	----	----
0302-Additional Actions	----	----	----
0377-Miscellaneous Plans	----	----	----
0416 – Time Quota Compensation (Buyout)	RM	RM	
0552-Time Specifications/Employee Period	----	----	----
0554-Hourly Rate per Assignment	RMW	RM	----
0613-Absence Donation/Withdraw (US)	RMW	R	----
0696-Absence Pools	RMW	RM	R
1000-Objects	----	----	----
1001-Relationships	----	----	----
1002-Descriptions	----	----	----
1003 Dep / Staff	---	---	----
1005-Planned Compensation	----	----	----
1007-Vacancy	----	----	----
1008-Account Assignment Features	----	----	----

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
1011-Work Schedule	----	----	----
1013-Employee Group/Sub-Group	----	----	----
1017-PD Profiles	----	----	----
1018-Cost Distribution	R	R	----
1028-Address	----	----	----
1610-U.S. Job Attributes	----	----	----
1660 - Position Attributes	---	---	---
2001-Absences	RMW	RM	RM
2003-WS Substitutions	RMW	RM	R
2006-Absence Quotas	RM	RM	RM
2010-EE Remuneration Info	RMW	R	R
2012-Time Transfer Specifications	----	----	----
2013-Quota Corrections	RMW	R	R
9410 - Marine accumulation of hours	RM	RM	RM

Transaction Code Access for Time Management Roles

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
AL08 View all users			
CAT2 Record Working Time	X	X	X
CAT3 Display Working Time	X	X	X
CAT8 CATS: Object-Related Approval	X	X	----
CATC-Time sheet/Time leveling	X	X	X
CATS_DA -	X	X	----
FDTA - DME management	----	----	----
FK01 - Create Vendor	----	----	----
FK02 - Change Vendor	----	----	----
FK03 - Display Vendor	----	----	----
FM_Function Process Functional Area	----	----	----
FM5i Create Fund	----	----	----
FM5S Display Fund	----	----	----
FM5U Change Fund	----	----	----
FMCIA Individual Processing	----	----	----
FMCIC Display	----	----	----
FMDERIVER Process Account Assignment Derivation	----	----	----
FMSA Create	----	----	----
FMSB Change	----	----	----
FMSC Display	----	----	----
FS00 Centrally	----	----	----
FS04 Centrally	----	----	----
FSP4 In Chart of Accounts	----	----	----
FSP0 In Chart of Accounts	----	----	----
FSS0 In Company Code	----	----	----
FSS3 In company code	----	----	----
HRBEN0001 - Enrollment	----	----	----
HRBEN0003 - Participation Monitor	----	----	----
HRBEN0006 - Participation Overview	----	----	----

Decentralized

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
HRBEN0014 - Termination	----	----	----
HRBEN0072	----	----	----
HRCMP0041 - Update IT 0008	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----
KA01 Create Primary	----	----	----
KA02 Change	----	----	----
KA03 Display	----	----	----
KA04 Delete	----	----	----
KA05 Display Chgs	----	----	----
KA22 Display	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----
KA24 Delete	----	----	----
KKC1 Create	----	----	----
KKC2 Change	----	----	----
KKC3 Display	----	----	----
KS01 Create	----	----	----
KS02 Change	----	----	----
KS03 Display	----	----	----
KS04 Delete	----	----	----
KS05 Display	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----
KS13 Display	----	----	----
KS14 Delete	----	----	----
LFA1 - Translation Table	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----
OB_GLACC12 Company code data	----	----	----
OB_GLACC13 Descriptions	----	----	----
OKB2 Make Default Settings	----	----	----
OKB3 Create Batch Input Session	----	----	----
OKW7 Directory	----	----	----
PA03 - Control Record	----	----	----

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Decentralized

Transaction Code	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
PA10 Personnel File	----	X	X
PA20 Display Master Data Actions	X	X	X
PA30 Maintain Actions	X	X	----
PA40 Personnel Actions	----	----	----
PA42 Fast Entry: Actions	X	----	----
PA51 Display Time Data	X	X	X
PA61 Maintain Time Data	X	X	----
PA70 Fast Entry	X	----	----
PA71 Fast Entry Time Data	X	X	X
PC_PAYRESULT - Display Results	----	----	----
PC00_M10_CALC - Start payroll	----	----	----
PC00_M10_CALC_SIMU - Simulation	----	----	----
PC00_M10_CDTC - Pre-program DME	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----
PC00_M10_CEDT - Remuneration statement	----	----	----
PC00_M10_FFOC - Print check	----	----	----
PC00_M10_FFOT - Create DME	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----
PC00_M10_OTLJ - Payroll Journal	----	----	----
PC00_M10_REC - Payroll reconciliation report	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----
PC00_M99_CIPC - Check completeness	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----
PC00_M99_CPRC - Payroll Calendar	----	----	----
PC00_M99_CWTR - Wage type reporter	----	----	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----
PC00_M99_DLGA20 - Wage Type use - international	----	----	----
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
PC00_M99_PA03_END - Exit payroll	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----
PC00_M99_U510 - Update T510	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----
PC00_M99_URMP - Create posting run	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----
PCP0 - Process posting run	----	----	----
PE03 Features	----	----	----
PFCG-Role Maintenance	----	----	----
PO03 - Maintain Job	----	----	----
PO03D - Display Job	X	X	X
PO10 - Maintain Org	----	----	----
PO10D - Display Org	X	X	X
PO13 - Maintain Position	X	X	----
PO13D - Display Position	----	----	----
PP01 - General	----	----	----
PP03 - Actions	----	----	----
PPIS - HIS	----	----	----
PPOM Maintain Org Plan	----	----	----
PPOME	----	----	----
PPOSE	----	----	----
PPSS - Display	----	----	----
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	X	X	X
PT_CLSTB2-Display PCL2(B2)	----	X	X
PT_DSH20 - Daily Work Schedule	X	X	X

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
PT_QTA10 - Display Absence Quota Information	X	X	X
PT03 - Display Work Schedule	X	X	X
PT50-Quota Overview	X	X	X
PT60-HR Time: Time Evaluation	X	X	X
PT62 - Attendance Check	X	X	X
PT63 - Personal Work Schedule	X	X	X
PT64 - Attendance Data Overview	X	X	X
PT65 - Attendance Overview Graphic	X	X	X
PT90 - Absence Data: Calendar View	X	X	X
PT90_ATT - Attendance Data: Calendar View	X	X	X
PT91_ ATT - Attendance Data: Multiple Employee View	X	X	X
PU03 - Change Payroll Status	----	----	----
PU19 - Tax Reporter	----	----	----
PUOC_10 - Off-Cycle Workbench	----	----	----
PUOCLG - List batch table	----	----	----
PUOCLL - List replacements, reversals	----	----	----
RPTIME00 (via PT60)	----	X	X
RSSCD100_PFCG- Display Change Documents for Role Administration	----	----	----
RSSCD100_PFCG_USER- For role assignment	----	----	----
RSUSR200- List of Users per Login Date	----	----	----
S_AHR_61015554	----	----	----
S_AHR_61015556 - Merit System/Range Salary Table Report	----	----	----
S_AHR_61015611 - Wage type statement	----	----	----
S_AHR_61016129 - Employee history report	----	----	----
S_AHR_61016146 - Garnishment details	----	----	----
S_AHR_61016148 - Workers' compensation report	----	----	----
S_AHR_61016157 - 401(k) non-discrimination testing	----	----	----
S_AHR_61016354 - Telephone Directory	----	----	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----	----	----
S_AHR_61016358 - Reference Personnel Numbers	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
S_AHR_61016360 - HR Master Data Sheet	----	----	----
S_AHR_61016362 - Flexible Employee Data	----	X	X
S_AHR_61016369 - Employee List	----	----	----
S_AHR_61016373 - Headcount Development	----	----	----
S_AHR_61016376 - Salary According to Seniority	----	----	----
S_AHR_61016378 - Assignment to Wage Level	----	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	----	----	----
S_AHR_61016493 - Organizational Structure	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----
S_AHR_61016502 - Position History	----	----	----
S_AHR_61016504 - Position Description	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----
S_AHR_61018754	----	----	----
S_AHR_61018797 - Salary by job	----	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----	----	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----
S_ALR_87012308 Display Changes to GL Accounts	----	----	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----
S_ALR_87012326 Chart of Accounts	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----
S_ALR_87012328 G/L Account list	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	----	----	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	----
S_BCE_68001393- Users by address data	----	----	----
S_BCE_68001394- Users According to Complex Criteria	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----	----	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----	----	----
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----	----	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----	----	----
S_BCE_68001399- Where Used List- Roles In Users	----	----	----
S_BCE_68001400-Users by Complex Selection Criteria	----	----	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----	----	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----	----	----
S_BCE_68001403- With Critical Authorizations	----	----	----
S_BCE_68001404- Profiles by Profiles Contained	----	----	----
S_BCE_68001405- Profiles by Authorizations	----	----	----
S_BCE_68001406- Profiles by Authorization Values	----	----	----
S_BCE_68001407- Profiles by Last Change	----	----	----
S_BCE_68001408- Profiles by Role	----	----	----
S_BCE_68001409- Profiles by Complex Selection Criteria	----	----	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----	----	----
S_BCE_68001411- Authorization Objects by Object Class	----	----	----
S_BCE_68001412- Authorization Objects by Field, Text	----	----	----
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	----	----	----
S_BCE_68001414-Authorizations by Object	----	----	----
S_BCE_68001415-Authorizations by Values	----	----	----
S_KI4_38000034 Alphabetical list	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----
S_L9C_94000095 - Headcount Changes	----	----	----
S_PH0_48000450 - Date Monitoring	----	----	----
S_PH0_48000510 - Ad Hoc Query	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----

Transaction Code	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
Access X = Access ----- = No Access			
S_PH0_48000525 - Ad Hoc Query	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----	----	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----	----	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----	----	----
S_PH9_46000216 - Service Anniversaries	----	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----	----	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----	----	----
S_PH9_46000221 - Birthday List	----	----	----
S_PH9_46000222 - Family Members	----	----	----
S_PH9_46000223 - EEs Entered and Left	----	----	----
S_PH9_46000224 - Education and Training	----	----	----
SE16N - General Table Display	----	----	----
SM04 - view all users - term session	----	----	----
SM30 - Call View Maintenance	----	----	----
SM31- Create Vendor	----	----	----
SM35 Execute Batch Input Session	X	----	----
SP02- Output Controller: List of Spool Requests	X	X	X
SPRO	----	----	----
SQ01 SAP Query	----	----	----
SQ02 SAP Query	----	----	----
SQ03 SAP Query	----	----	----
SU01- User Maintenance	----	----	----
SU01D- User Maintenance Initial Screen (display only version)	----	----	----
SU05- Maintain Internet User	----	----	----
SU10-User Maintenance Mass Changes Initial Screen	----	----	----
SU3-Maintain User Profile	----	----	----
SU53-Display Authorization Data	----	----	----
SUIM- User Information System	----	----	----
SUPC- Roles: Mass generation of profiles	----	----	----
Table View/Print	----	----	----
ZACCT - Accounting Results	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
ZBBD - Black Box Dump	----	----	----
ZCAT6 -Time Transfer to HR Time	X	X	X
ZCATA - Time Transfer to HR Time	----	X	X
zerp_pay_suite	X	X	X
ZFITP3- Gap 42	----	----	----
ZFITPP - GAP 2	----	----	----
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----
ZHR_ALAS_SAVE	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----	----	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----	----	----
ZHR_RPTOM090 - Authorized Positions Report	----	X	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	X	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	X	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	X	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	----	----	----
ZHR_RPTPA231 - Employee and Position Status Report	----	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----	----	----
ZHR_RPTPA457 - Personnel Action Report	----	----	----
ZHR_RPTPA471 - Original Hire Probational Employees	----	----	----
ZHR_RPTPA719 - Employee Probation Report	----	----	----
ZHR_RPTPA765 - Non-State Employee Report	----	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----	X	X
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	X	X	X
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----	----	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----	----	----
ZHR_RPTPY061 - Federal Employer Identification Number	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	----	----	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----	----	----
ZHR_RPTPY139 - Classification Distribution	----	----	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----	----	----
ZHR_RPTPY164 - Wage Type Use Report	----	----	----
ZHR_RPTPY376 - Journal Vouchers	----	----	----
ZHR_RPTPY394 - Medical Aid Detail Report	----	----	----
ZHR_RPTPY455 - Negative Summary Records	----	----	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----	----	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	----	----	----
ZHR_RPTPY622 - Union Dues Deductions	----	----	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----	----	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----	----	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----	----	----
ZHR_RPTPY661 - Tax Exempt Status Report	----	----	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----	----	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----	----	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----	----	----
ZHR_RPTPY713 - EFT Employee Letters	----	----	----
ZHR_RPTPY807 - SSN Change	----	----	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----	----	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----	----	----
ZHR_RPTPYN09 - Payroll Threshold Report	----	----	----
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	----	----	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	----	----	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	X	X	X
ZHR_RPTTM398 - Leave Activity Summary Report	X	X	X
ZHRAFRSALLOCODE	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Time and Attendance Processor	Time and Attendance Supervisor	Time and Attendance Inquirer
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----
ZMUR - 3rd party create posting run	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----

SECTION 5: HRMS ORGANIZATIONAL MANAGEMENT ROLES

Organizational Management Processor

Description: The ***Organizational Management Processor*** role is responsible for creating and maintaining the agency organizational structure and positions as it relates to the HRMS system.

The technical name for this role in HRMS is SR3P_DE_ORG_MANG_PROC.

Activities: The ***Organizational Management Processor*** role will perform the following key activities in HRMS:

- o Create organizational structures (once the organization is established)
- o Create organizational relationships
- o Run organizational relationship reports
- o Run position change report due to reallocations
- o Create and maintain positions which includes:
    - ▪ Assign a job to a position
    - ▪ Assign compensation
    - ▪ Account assignment
    - ▪ Cost center assignment
    - ▪ Employee group and subgroup assignment
- o Assigns position to an organizational unit

Skills: It is expected that individuals assigned to the ***Organizational Management Processor*** role have a current understanding of State of Washington organizational structure, as well as HRMS organizational management and compensation from an end-user level.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the importance of the HRMS organizational structure for an agency
- o Understanding the interaction between a job and a position

- o Understanding how to use organizational management reports in HRMS

- o Knowledge of role changes related to HRMS, including new procedures and forms specific to organizational management

- o Skills necessary to create and maintain the organizational structure and relationships in HRMS

Criticality: <u>High</u> – Role is responsible for more routine-oriented business tasks that are important, but not as important as mission-critical tasks.

Magnitude of Change: <u>High</u> - Role exists today but will be different in the HRMS system.

Maps to Existing Job(s): The ***Organizational Management Processor*** role is typically performed by the following State of Washington job titles:

- o Human Resource Consultant 4
- o Employee Services Consultant 2

Infotype Access for Organizational Management Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access
	Organizational Management Processor
0000-Actions	----
0001-Org. Assignment	RM
0002-Personal Data	----
0003-Payroll Status	----
0006-Address	----
0007-Planned Working Time	----
0008-Basic Pay	R
0009-Bank Details	----
0014-Recurring Payments/Deductions	----
0015-Additional Payments	----
0016-Contract Elements	----
0019-Monitoring of Task	----
0021- Emergency Contact	----
0022-Education	----
0023-Previous/Other Employers	----
0027-Cost Distribution	R
0031-Reference Personnel Number	RM
0040-Objects on Loan	----
0041-Date Specifications	R
0077-Additional Personal Data	R
0081-Military Status	----
0094-Residence Status	----
0103-Bond Purchases	----
0104-Bond Denominations	----
0105-Communication	----
0106-Related persons	---
0121-RefPerNo Priority	----
0128-Notifications	----
0167-Health Plans	----
0169-Savings Plan	----
0170 - flexible spending accounts	----

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access **Organizational Management Processor**
0171-General Benefits Information	----
0194-Garnishment Document	----
0195-Garnishment Order	----
0207-Residence Tax Area	----
0208-Work Tax Area	----
0209-Unemployment State	----
0210-Withholding Info W4	----
0216-Garnishment adjustments	----
0221-Payroll Results Adjustment	----
0234-Additional Withholding Info US	----
0235-Other US Taxes	----
0302-Additional Actions	----
0377-Miscellaneous Plans	----
0416 – Time Quota Compensation (Buyout)	
0552-Time Specifications/Employee Period	----
0554-Hourly Rate per Assignment	----
0613-Absence Donation/Withdraw (US)	----
0696-Absence Pools	----
1000-Objects	RMW
1001-Relationships	RMW
1002-Descriptions	RMW
1003 Dep / Staff	RMW
1005-Planned Compensation	RMW
1007-Vacancy	RMW
1008-Account Assignment Features	RMW
1011-Work Schedule	RMW
1013-Employee Group/Sub-Group	RMW
1017-PD Profiles	----
1018-Cost Distribution	RMW
1028-Address	RMW
1610-U.S. Job Attributes	RMW
1660 - Position Attributes	RMW
2001-Absences	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access
	Organizational Management Processor
2003-WS Substitutions	----
2006-Absence Quotas	RM
2010-EE Remuneration Info	----
2012-Time Transfer Specifications	----
2013-Quota Corrections	----
9410 - Marine accumulation of hours	RM

Transaction Code Access for Organizational Management Roles

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
AL08 View all users	
CAT2 Record Working Time	----
CAT3 Display Working Time	----
CAT8 CATS: Object-Related Approval	----
CATC-Time sheet/Time leveling	----
CATS_DA -	----
FDTA - DME management	----
FK01 - Create Vendor	----
FK02 - Change Vendor	----
FK03 - Display Vendor	----
FM_Function Process Functional Area	----
FM5i Create Fund	----
FM5S Display Fund	----
FM5U Change Fund	----
FMCIA Individual Processing	----
FMCIC Display	----
FMDERIVER Process Account Assignment Derivation	----
FMSA Create	----
FMSB Change	----
FMSC Display	----
FS00 Centrally	----
FS04 Centrally	----
FSP4 In Chart of Accounts	----
FSP0 In Chart of Accounts	----
FSS0 In Company Code	----
FSS3 In company code	----
HRBEN0001 - Enrollment	----
HRBEN0003 - Participation Monitor	----
HRBEN0006 - Participation Overview	----
HRBEN0014 - Termination	----
HRBEN0072	----
HRCMP0041 - Update IT 0008	----

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
HRCMP0042 - Pay Scale Reclassification	----
KA01 Create Primary	----
KA02 Change	----
KA03 Display	----
KA04 Delete	----
KA05 Display Chgs	----
KA22 Display	----
KA23 Cost Elements: Master Data Rpt	----
KA24 Delete	----
KKC1 Create	----
KKC2 Change	----
KKC3 Display	----
KS01 Create	----
KS02 Change	----
KS03 Display	----
KS04 Delete	----
KS05 Display	----
KS12 Change /Cost Ctr Rpt	----
KS13 Display	----
KS14 Delete	----
LFA1 - Translation Table	----
LSMW - Legacy System Migration Workbench	----
OB_GLACC11 Chart of Accounts Data	----
OB_GLACC12 Company code data	----
OB_GLACC13 Descriptions	----
OKB2 Make Default Settings	----
OKB3 Create Batch Input Session	----
OKW7 Directory	----
PA03 - Control Record	----
PA10 Personnel File	----
PA20 Display Master Data Actions	**X**
PA30 Maintain Actions	----
PA40 Personnel Actions	----
PA42 Fast Entry: Actions	----
PA51 Display Time Data	**X**

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
PA61 Maintain Time Data	----
PA70 Fast Entry	----
PA71 Fast Entry Time Data	----
PC_PAYRESULT - Display Results	----
PC00_M10_CALC - Start payroll	----
PC00_M10_CALC_SIMU - Simulation	----
PC00_M10_CDTC - Pre-program DME	----
PC00_M10_CDTE - Test transfer	----
PC00_M10_CEDT - Remuneration statement	----
PC00_M10_FFOC - Print check	----
PC00_M10_FFOT - Create DME	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----
PC00_M10_OTLJ - Payroll Journal	----
PC00_M10_REC - Payroll reconciliation report	----
PC00_M10_RFFOAVIS - Print zero net advices	----
PC00_M10_U500 - Evaluation run	----
PC00_M99_CIPC - Check completeness	----
PC00_M99_CLGA09 - Wage type statement	----
PC00_M99_CPRC - Payroll Calendar	----
PC00_M99_CWTR - Wage type reporter	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----
PC00_M99_DLGA20 - Wage Type use - international	----
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----
PC00_M99_PA03_CHECK - Check result	----
PC00_M99_PA03_CORR - Corrections	----
PC00_M99_PA03_END - Exit payroll	----
PC00_M99_PA03_RELEA - Release payroll	----
PC00_M99_U510 - Update T510	----
PC00_M99_URMA - Acknowledge postings	----
PC00_M99_URMC - Run remittance completeness check	----
PC00_M99_URMD - Undo processing steps	----
PC00_M99_URMP - Create posting run	----
PC00_M99_URMR - Reconcile postings	----
PC00_M99_URMU - Store evaluation run	----
PC00_M99_URMW - Check processing classes	----

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
PC00_M99_UTSV - List TemSe Objects	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----
PCP0 - Process posting run	----
PE03 Features	----
PFCG-Role Maintenance	----
PO03 - Maintain Job	X
PO03D - Display Job	----
PO10 - Maintain Org	X
PO10D - Display Org	----
PO13 - Maintain Position	X
PO13D - Display Position	----
PP01 - General	X
PP03 - Actions	X
PPIS - HIS	----
PPOM Maintain Org Plan	----
PPOME	----
PPOSE	X
PPSS - Display	X
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	----
PT_CLSTB2-Display PCL2(B2)	X
PT_DSH20 - Daily Work Schedule	----
PT_QTA10 - Display Absence Quota Information	----
PT03 - Display Work Schedule	----
PT50-Quota Overview	X
PT60-HR Time: Time Evaluation	X
PT62 - Attendance Check	----
PT63 - Personal Work Schedule	----
PT64 - Attendance Data Overview	----
PT65 - Attendance Overview Graphic	----
PT90 - Absence Data: Calendar View	----
PT90_ATT - Attendance Data: Calendar View	----
PT91_ ATT - Attendance Data: Multiple Employee View	----
PU03 - Change Payroll Status	----
PU19 - Tax Reporter	----

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
PUOC_10 - Off-Cycle Workbench	----
PUOCLG - List batch table	----
PUOCLL - List replacements, reversals	----
RPTIME00 (via PT60)	----
RSSCD100_PFCG- Display Change Documents for Role Administration	----
RSSCD100_PFCG_USER- For role assignment	----
RSUSR200- List of Users per Login Date	----
S_AHR_61015554	----
S_AHR_61015556 - Merit System/Range Salary Table Report	----
S_AHR_61015611 - Wage type statement	----
S_AHR_61016129 - Employee history report	----
S_AHR_61016146 - Garnishment details	----
S_AHR_61016148 - Workers' compensation report	----
S_AHR_61016157 - 401(k) non-discrimination testing	----
S_AHR_61016354 - Telephone Directory	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----
S_AHR_61016358 - Reference Personnel Numbers	X
S_AHR_61016360 - HR Master Data Sheet	----
S_AHR_61016362 - Flexible Employee Data	----
S_AHR_61016369 - Employee List	----
S_AHR_61016373 - Headcount Development	----
S_AHR_61016376 - Salary According to Seniority	----
S_AHR_61016378 - Assignment to Wage Level	----
S_AHR_61016380 - Logged Changes in Infotype Data	----
S_AHR_61016493 - Organizational Structure	X
S_AHR_61016494 - Organizational Structure with Positions	X
S_AHR_61016495 - Organizational Structure with Persons	X
S_AHR_61016497 - Existing jobs	X
S_AHR_61016502 - Position History	X
S_AHR_61016504 - Position Description	X
S_AHR_61016511 - Complete Position Description	X
S_AHR_61016512 - Report Structure Without Persons	X
S_AHR_61016513 - Report Structure with Persons	X

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
S_AHR_61016528 - Job family grouping report	X
S_AHR_61018754	----
S_AHR_61018797 - Salary by job	X
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----
S_ALR_87012308 Display Changes to GL Accounts	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----
S_ALR_87012326 Chart of Accounts	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----
S_ALR_87012328 G/L Account list	----
S_ALR_87012333 G/L Accounts List	----
S_ALR_87014259 (Variant PY_JOURNAL)	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----
S_BCE_68001393- Users by address data	----
S_BCE_68001394- Users According to Complex Criteria	----
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----
S_BCE_68001399- Where Used List- Roles In Users	----
S_BCE_68001400-Users by Complex Selection Criteria	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----
S_BCE_68001403- With Critical Authorizations	----
S_BCE_68001404- Profiles by Profiles Contained	----
S_BCE_68001405- Profiles by Authorizations	----
S_BCE_68001406- Profiles by Authorization Values	----
S_BCE_68001407- Profiles by Last Change	----
S_BCE_68001408- Profiles by Role	----
S_BCE_68001409- Profiles by Complex Selection Criteria	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----
S_BCE_68001411- Authorization Objects by Object Class	----

Transaction Code	Access X = Access ----- = No Access **Organizational Management Processor**
S_BCE_68001412- Authorization Objects by Field, Text	----
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	----
S_BCE_68001414-Authorizations by Object	----
S_BCE_68001415-Authorizations by Values	----
S_KI4_38000034 Alphabetical list	----
S_KI4_38000038 Alphabetical list	----
S_KI4_38000039 Alphabetical list	----
S_L9C_94000095 - Headcount Changes	----
S_PH0_48000450 - Date Monitoring	----
S_PH0_48000510 - Ad Hoc Query	----
S_PH0_48000513 Ad Hoc Query	----
S_PH0_48000525 - Ad Hoc Query	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----
S_PH9_46000216 - Service Anniversaries	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----
S_PH9_46000221 - Birthday List	----
S_PH9_46000222 - Family Members	----
S_PH9_46000223 - EEs Entered and Left	----
S_PH9_46000224 - Education and Training	----
SE16N - General Table Display	----
SM04 - view all users - term session	----
SM30 - Call View Maintenance	----
SM31- Create Vendor	----
SM35 Execute Batch Input Session	----
SP02- Output Controller: List of Spool Requests	X
SPRO	----
SQ01 SAP Query	----
SQ02 SAP Query	----
SQ03 SAP Query	----
SU01- User Maintenance	----
SU01D- User Maintenance Initial Screen (display only version)	----

Transaction Code	Access X = Access ----- = No Access Organizational Management Processor
SU05- Maintain Internet User	----
SU10-User Maintenance Mass Changes Initial Screen	----
SU3-Maintain User Profile	----
SU53-Display Authorization Data	----
SUIM- User Information System	----
SUPC- Roles: Mass generation of profiles	----
Table View/Print	----
ZACCT - Accounting Results	----
ZBBD - Black Box Dump	----
ZCAT6 -Time Transfer to HR Time	----
ZCATA - Time Transfer to HR Time	----
zerp_pay_suite	----
ZFITP3- Gap 42	----
ZFITPP - GAP 2	----
ZHR_AFRS_XLATE - AFRS Translation table load	----
ZHR_ALAS_SAVE	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----
ZHR_RPTOM090 - Authorized Positions Report	X
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	X
ZHR_RPTOM760 - Merit System 5 Classification Listing	X
ZHR_RPTOMN01 - Organizational Management Transaction Reports	X
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----
ZHR_RPTPA200 - DSHS Retirees Processed	----
ZHR_RPTPA231 - Employee and Position Status Report	X
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----
ZHR_RPTPA457 - Personnel Action Report	----
ZHR_RPTPA471 - Original Hire Probational Employees	----
ZHR_RPTPA719 - Employee Probation Report	----
ZHR_RPTPA765 - Non-State Employee Report	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	----

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----
ZHR_RPTPY061 - Federal Employer Identification Number	----
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	**X**
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----
ZHR_RPTPY139 - Classification Distribution	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----
ZHR_RPTPY164 - Wage Type Use Report	----
ZHR_RPTPY376 - Journal Vouchers	----
ZHR_RPTPY394 - Medical Aid Detail Report	----
ZHR_RPTPY455 - Negative Summary Records	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	----
ZHR_RPTPY622 - Union Dues Deductions	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----
ZHR_RPTPY661 - Tax Exempt Status Report	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----
ZHR_RPTPY713 - EFT Employee Letters	----
ZHR_RPTPY807 - SSN Change	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----
ZHR_RPTPYN09 - Payroll Threshold Report	----
ZHR_RPTPYN10 - Payroll Balancing Report **Not Ready**	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases **Needs IT0709**	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----
ZHR_RPTTM398 - Leave Activity Summary Report	----
ZHRAFRSALLOCODE	----

Transaction Code	Access X = Access ----- = No Access
	Organizational Management Processor
ZHRAFRSPROJSTRUC **(maintenance view)**	----
ZHRBB - Black Box Financial Translator	----
ZMUR - 3rd party create posting run	----
ZPCP0 - Edit Posting Runs	----
ZRCP - ZHR_RPCIPE00	----

SECTION 6: HRMS SECURITY ROLES

Security Authorization Administrator

Description: The *Security Authorization Administrator* role is responsible for assigning HRMS decentralized roles to agency positions and assigning security profiles that control the scope of access positions have within the agency (agency or sub-agency level based on organizational structure).

The technical name for this role in HRMS is SR3P_DE_AUTH_ADMIN_XXXX. The XXXX is a place holder that represents the Agency's Personnel Area.

Activities: The *Security Authorization Administrator* role will perform the following key activities in HRMS:

- o Assign standard decentralized roles to positions within the agency
- o Assign structured profiles to positions within the agency
- o Display organizational position information
- o Monitor role and profile assignments periodically

Skills: It is expected that individuals assigned to the *Security Authorization Administrator* role have a current understanding of the State of Washington information technology security business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the State's new security capabilities within HRMS

- o Knowledge of new HRMS terms and concepts specific to role based security

- o Knowledge of basic audit and security concepts, including separation of duties

- o Understanding of organizational management functions in SAP

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if security profiles are not established, employees may have access to sensitive personnel or payroll information.

Magnitude of Change: <u>Medium</u> – Role exists today but will be different in HRMS.

Maps to Existing Job Title(s): The ***Security Authorization Administrator*** role is typically performed by the following State of Washington job titles:

- o Human Resource Director
- o Personnel Services Manager
- o Human Resource Manager
- o Human Resource Consultant 4

Security User ID Administrator

Description: The *Security User ID Administrator* role is responsible for assigning and maintaining user IDs and passwords for HRMS end users within the agency.

The technical name for this role in HRMS is SR3P_DE_USER_ADMIN_XXXX. The XXXX is a place holder that represents the Agency's Personnel Area.

NOTE: This role is equivalent to the RACF administrators that assign mainframe user IDs for PAY1.

Activities: The *Security User ID Administrator* role will perform the following key activities in HRMS:

- o Establish HRMS User IDs
- o Link State of Washington personnel records to SAP IDs
- o Link Department of Information Services (DIS) Active Directory IDs with HRMS User IDS to establish single sign-on for end users (if applicable)
- o Reset passwords (applies to agencies logging in HRMS using SAPGUI)

Skills: It is expected that individuals assigned to the *Security User ID Administrator* role have a current understanding of the State of Washington information technology security business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the State's new security capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to role based security
- o Knowledge of basic audit and security concepts
- o Ability to assign HRMS user IDs and passwords for various SAP products (Portal, R/3, BW)

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time. For example, if user IDs or passwords are not assigned, an employee will not be able to perform assigned job functions.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The *Security User ID Processor* role is typically performed by the following State of Washington job titles:

- o Information Technology Specialist 2, 3, 4, 5

Security Auditor

Description: The *Security Auditor* role has the ability to view personnel, payroll, time management, organizational management and security information in the HRMS system, in order to perform routine agency audits required by the State Auditors Office.

The technical name for this role in HRMS is SR3P_DE_SECURITY_AUDIT_XXXX. The XXXX is a place holder that represents the Agency's Personnel Area.

Activities: The *Security Auditor* role will perform the following key activities in HRMS:

- o View HRMS role and organizational structure assignments to determine and agency's compliance with State audit regulations
- o View HRMS transaction and Infotype (screen) information to determine agency's compliance with State audit regulations

Skills: It is expected that individuals assigned to the *Security Auditor* role have a current understanding of the State of Washington auditing business processes.

The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's business processes
- o Understanding the State's new capabilities within HRMS
- o Knowledge of new HRMS terms and concepts
- o Knowledge of role changes related to HRMS, including new procedures and forms
- o Comparing current process to HRMS processes
- o Skills necessary to view Infotypes and transactions in the HRMS system

Criticality: <u>Medium</u> – Role is responsible for more routine-oriented business tasks that are important, but not as important as mission-critical tasks.

Magnitude of Change: <u>Low</u> – Role exists today and will be very similar in HRMS.

Maps to Existing Job Title(s): The *Security Auditor* role is typically performed by the following State of Washington job titles:

- o Assistant State Auditor
- o Internal Auditor

Infotype Access for Security Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
0000-Actions	----	----	RM
0001-Org. Assignment	----	----	RM
0002-Personal Data	----	----	RM
0003-Payroll Status	----	----	RM
0006-Address	----	----	RM
0007-Planned Working Time	----	----	RM
0008-Basic Pay	----	----	RM
0009-Bank Details	----	----	RM
0014-Recurring Payments/Deductions	----	----	RM
0015-Additional Payments	----	----	RM
0016-Contract Elements	----	----	RM
0019-Monitoring of Task	----	----	RM
0021- Emergency Contact	----	----	RM
0022-Education	----	----	RM
0023-Previous/Other Employers	----	----	RM
0027-Cost Distribution	----	----	RM
0031-Reference Personnel Number	----	----	RM
0040-Objects on Loan	----	----	RM
0041-Date Specifications	----	----	RM
0077-Additional Personal Data	----	----	RM
0081-Military Status	----	----	RM
0094-Residence Status	----	----	RM
0103-Bond Purchases	----	----	RM
0104-Bond Denominations	----	----	RM
0105-Communication	----	RMW	RM
0106-Related persons	---	---	---
0121-RefPerNo Priority	----	----	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Security Authorization Administrator	**Security User ID Administrator**	**Security Auditor**
0128-Notifications	----	----	RM
0167-Health Plans	----	----	RM
0169-Savings Plan	----	----	RM
0170 - flexible spending accounts	----	----	----
0171-General Benefits Information	----	----	RM
0194-Garnishment Document	----	----	RM
0195-Garnishment Order	----	----	RM
0207-Residence Tax Area	----	----	RM
0208-Work Tax Area	----	----	RM
0209-Unemployment State	----	----	RM
0210-Withholding Info W4	----	----	RM
0216-Garnishment adjustments	----	----	RM
0221-Payroll Results Adjustment	----	----	RM
0234-Additional Withholding Info US	----	----	RM
0235-Other US Taxes	----	----	RM
0302-Additional Actions	----	----	RM
0377-Miscellaneous Plans	----	----	RM
0416 – Time Quota Compensation (Buyout)			RM
0552-Time Specifications/Employee Period	----	----	RM
0554-Hourly Rate per Assignment	----	----	RM
0613-Absence Donation/Withdraw (US)	----	----	RM
0696-Absence Pools	----	----	RM
1000-Objects	----	----	RM
1001-Relationships	----	----	RM
1002-Descriptions	----	----	RM
1003 Dep / Staff	----	----	----
1005-Planned Compensation	----	----	RM
1007-Vacancy	----	----	RM
1008-Account Assignment Features	----	----	RM

| Infotype | Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access | | |
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
1011-Work Schedule	----	----	RM
1013-Employee Group/Sub-Group	----	----	RM
1017-PD Profiles	----	----	RM
1018-Cost Distribution	----	----	RM
1028-Address	----	----	RM
1610-U.S. Job Attributes	----	----	RM
1660 - Position Attributes	----	----	----
2001-Absences	----	----	RM
2003-WS Substitutions	----	----	RM
2006-Absence Quotas	----	----	RM
2010-EE Remuneration Info	----	----	RM
2012-Time Transfer Specifications	----	----	RM
2013-Quota Corrections	----	----	RM
9410 - Marine accumulation of hours	----	----	RM

Transaction Code Access for Security Roles

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
AL08 View all users		**X**	----
CAT2 Record Working Time	----	----	----
CAT3 Display Working Time	----	----	----
CAT8 CATS: Object-Related Approval	----	----	----
CATC-Time sheet/Time leveling	----	----	----
CATS_DA -	----	----	----
FDTA - DME management	----	----	----
FK01 - Create Vendor	----	----	----
FK02 - Change Vendor	----	----	----
FK03 - Display Vendor	----	----	----
FM_Function Process Functional Area	----	----	----
FM5i Create Fund	----	----	----
FM5S Display Fund	----	----	----
FM5U Change Fund	----	----	----
FMCIA Individual Processing	----	----	----
FMCIC Display	----	----	----
FMDERIVER Process Account Assignment Derivation	----	----	----
FMSA Create	----	----	----
FMSB Change	----	----	----
FMSC Display	----	----	----
FS00 Centrally	----	----	----
FS04 Centrally	----	----	----
FSP4 In Chart of Accounts	----	----	----
FSP0 In Chart of Accounts	----	----	----
FSS0 In Company Code	----	----	----
FSS3 In company code	----	----	----
HRBEN0001 - Enrollment	----	----	----
HRBEN0003 - Participation Monitor	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
HRBEN0006 - Participation Overview	----	----	----
HRBEN0014 - Termination	----	----	----
HRBEN0072	----	----	----
HRCMP0041 - Update IT 0008	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----
KA01 Create Primary	----	----	----
KA02 Change	----	----	----
KA03 Display	----	----	----
KA04 Delete	----	----	----
KA05 Display Chgs	----	----	----
KA22 Display	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----
KA24 Delete	----	----	----
KKC1 Create	----	----	----
KKC2 Change	----	----	----
KKC3 Display	----	----	----
KS01 Create	----	----	----
KS02 Change	----	----	----
KS03 Display	----	----	----
KS04 Delete	----	----	----
KS05 Display	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----
KS13 Display	----	----	----
KS14 Delete	----	----	----
LFA1 - Translation Table	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----
OB_GLACC12 Company code data	----	----	----
OB_GLACC13 Descriptions	----	----	----
OKB2 Make Default Settings	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
OKB3 Create Batch Input Session	----	----	----
OKW7 Directory	----	----	----
PA03 - Control Record	----	----	----
PA10 Personnel File	----	----	----
PA20 Display Master Data Actions	----	----	X
PA30 Maintain Actions	----	X	----
PA40 Personnel Actions	----	----	----
PA42 Fast Entry: Actions	----	----	----
PA51 Display Time Data	----	----	----
PA61 Maintain Time Data	----	----	----
PA70 Fast Entry	----	----	----
PA71 Fast Entry Time Data	----	----	----
PC_PAYRESULT - Display Results	----	----	----
PC00_M10_CALC - Start payroll	----	----	----
PC00_M10_CALC_SIMU - Simulation	----	----	----
PC00_M10_CDTC - Pre-program DME	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----
PC00_M10_CEDT - Remuneration statement	----	----	----
PC00_M10_FFOC - Print check	----	----	----
PC00_M10_FFOT - Create DME	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----
PC00_M10_OTLJ - Payroll Journal	----	----	----
PC00_M10_REC - Payroll reconciliation report	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----
PC00_M99_CIPC - Check completeness	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----
PC00_M99_CPRC - Payroll Calendar	----	----	----
PC00_M99_CWTR - Wage type reporter	----	----	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
PC00_M99_DLGA20 - Wage Type use - international	----	----	----
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----
PC00_M99_PA03_END - Exit payroll	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----
PC00_M99_U510 - Update T510	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----
PC00_M99_URMP - Create posting run	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----
PCP0 - Process posting run	----	----	----
PE03 Features	----	----	----
PFCG-Role Maintenance	X	X	X
PO03 - Maintain Job	----	----	----
PO03D - Display Job	----	----	----
PO10 - Maintain Org	----	----	----
PO10D - Display Org	----	----	----
PO13 - Maintain Position	----	----	----
PO13D - Display Position	----	----	----
PP01 - General	----	----	----
PP03 - Actions	----	----	----
PPIS - HIS	----	----	----
PPOM Maintain Org Plan	X	----	----
PPOME	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
PPOSE	----	----	----
PPSS - Display	----	----	----
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	----	----	----
PT_CLSTB2-Display PCL2(B2)	----	----	----
PT_DSH20 - Daily Work Schedule	----	----	----
PT_QTA10 - Display Absence Quota Information	----	----	----
PT03 - Display Work Schedule	----	----	----
PT50-Quota Overview	----	----	----
PT60-HR Time: Time Evaluation	----	----	----
PT62 - Attendance Check	----	----	----
PT63 - Personal Work Schedule	----	----	----
PT64 - Attendance Data Overview	----	----	----
PT65 - Attendance Overview Graphic	----	----	----
PT90 - Absence Data: Calendar View	----	----	----
PT90_ATT - Attendance Data: Calendar View	----	----	----
PT91_ ATT - Attendance Data: Multiple Employee View	----	----	----
PU03 - Change Payroll Status	----	----	----
PU19 - Tax Reporter	----	----	----
PUOC_10 - Off-Cycle Workbench	----	----	----
PUOCLG - List batch table	----	----	----
PUOCLL - List replacements, reversals	----	----	----
RPTIME00 (via PT60)	----	----	----
RSSCD100_PFCG- Display Change Documents for Role Administration	X	X	X
RSSCD100_PFCG_USER- For role assignment	X	X	X
RSUSR200- List of Users per Login Date	X	X	X
S_AHR_61015554	----	----	----
S_AHR_61015556 - Merit System/Range Salary Table Report	----	----	----
S_AHR_61015611 - Wage type statement	----	----	----
S_AHR_61016129 - Employee history report	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
S_AHR_61016146 - Garnishment details	----	----	----
S_AHR_61016148 - Workers' compensation report	----	----	----
S_AHR_61016157 - 401(k) non-discrimination testing	----	----	----
S_AHR_61016354 - Telephone Directory	----	----	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----	----	----
S_AHR_61016358 - Reference Personnel Numbers	----	----	----
S_AHR_61016360 - HR Master Data Sheet	----	----	----
S_AHR_61016362 - Flexible Employee Data	----	----	----
S_AHR_61016369 - Employee List	----	----	----
S_AHR_61016373 - Headcount Development	----	----	----
S_AHR_61016376 - Salary According to Seniority	----	----	----
S_AHR_61016378 - Assignment to Wage Level	----	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	----	----	X
S_AHR_61016493 - Organizational Structure	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----
S_AHR_61016502 - Position History	----	----	----
S_AHR_61016504 - Position Description	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----
S_AHR_61018754	----	----	----
S_AHR_61018797 - Salary by job	----	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----	----	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----
S_ALR_87012308 Display Changes to GL Accounts	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----
S_ALR_87012326 Chart of Accounts	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----
S_ALR_87012328 G/L Account list	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	----	----	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	X
S_BCE_68001393- Users by address data	X	X	X
S_BCE_68001394- Users According to Complex Criteria	X	X	X
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	X	X	X
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	X	X	X
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	X	X	X
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	X	X	X
S_BCE_68001399- Where Used List- Roles In Users	X	X	X
S_BCE_68001400-Users by Complex Selection Criteria	X	X	X
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	X	X	X
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	X	X	X
S_BCE_68001403- With Critical Authorizations	X	X	X
S_BCE_68001404- Profiles by Profiles Contained	X	X	X
S_BCE_68001405- Profiles by Authorizations	X	X	X
S_BCE_68001406- Profiles by Authorization Values	X	X	X
S_BCE_68001407- Profiles by Last Change	X	X	X
S_BCE_68001408- Profiles by Role	X	X	X
S_BCE_68001409- Profiles by Complex Selection Criteria	X	X	X
S_BCE_68001410- Authorization Objects by Object Name, Text	X	X	X
S_BCE_68001411- Authorization Objects by Object Class	X	X	X
S_BCE_68001412- Authorization Objects by Field, Text	X	X	X
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	X	X	X

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
S_BCE_68001414-Authorizations by Object	X	X	X
S_BCE_68001415-Authorizations by Values	X	X	X
S_KI4_38000034 Alphabetical list	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----
S_L9C_94000095 - Headcount Changes	----	----	----
S_PH0_48000450 - Date Monitoring	----	----	----
S_PH0_48000510 - Ad Hoc Query	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----
S_PH0_48000525 - Ad Hoc Query	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----	----	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----	----	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----	----	----
S_PH9_46000216 - Service Anniversaries	----	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----	----	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----	----	----
S_PH9_46000221 - Birthday List	----	----	----
S_PH9_46000222 - Family Members	----	----	----
S_PH9_46000223 - EEs Entered and Left	----	----	----
S_PH9_46000224 - Education and Training	----	----	----
SE16N - General Table Display	----	----	----
SM04 - view all users - term session	----	----	----
SM30 - Call View Maintenance	----	----	----
SM31- Create Vendor	----	----	----
SM35 Execute Batch Input Session	----	----	----
SP02- Output Controller: List of Spool Requests	X	X	X
SPRO	----	----	----
SQ01 SAP Query	----	----	----
SQ02 SAP Query	----	----	----
SQ03 SAP Query	----	----	----

Transaction Code	Security Authorization Administrator	Security User ID Administrator	Security Auditor
SU01- User Maintenance	----	X	----
SU01D- User Maintenance Initial Screen (display only version)	X	X	----
SU05- Maintain Internet User	X	X	----
SU10-User Maintenance Mass Changes Initial Screen	----	X	----
SU3-Maintain User Profile	X	X	X
SU53-Display Authorization Data	X	X	X
SUIM- User Information System	X	X	X
SUPC- Roles: Mass generation of profiles	X	X	----
Table View/Print	----	----	----
ZACCT - Accounting Results	----	----	----
ZBBD - Black Box Dump	----	----	----
ZCAT6 -Time Transfer to HR Time	----	----	----
ZCATA - Time Transfer to HR Time	----	----	----
zerp_pay_suite	----	----	X
ZFITP3- Gap 42	----	----	----
ZFITPP - GAP 2	----	----	----
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----
ZHR_ALAS_SAVE	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----	----	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----	----	----
ZHR_RPTOM090 - Authorized Positions Report	----	----	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	----	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	----	----	----
ZHR_RPTPA231 - Employee and Position Status Report	----	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----	----	----
ZHR_RPTPA457 - Personnel Action Report	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
ZHR_RPTPA471 - Original Hire Probational Employees	----	----	----
ZHR_RPTPA719 - Employee Probation Report	----	----	----
ZHR_RPTPA765 - Non-State Employee Report	----	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----	----	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	----	----	----
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----	----	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----	----	----
ZHR_RPTPY061 - Federal Employer Identification Number	----	----	----
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	----	----	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----	----	----
ZHR_RPTPY139 - Classification Distribution	----	----	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----	----	----
ZHR_RPTPY164 - Wage Type Use Report	----	----	----
ZHR_RPTPY376 - Journal Vouchers	----	----	----
ZHR_RPTPY394 - Medical Aid Detail Report	----	----	----
ZHR_RPTPY455 - Negative Summary Records	----	----	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----	----	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	----	----	----
ZHR_RPTPY622 - Union Dues Deductions	----	----	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----	----	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----	----	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----	----	----
ZHR_RPTPY661 - Tax Exempt Status Report	----	----	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----	----	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----	----	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----	----	----
ZHR_RPTPY713 - EFT Employee Letters	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Security Authorization Administrator	Security User ID Administrator	Security Auditor
ZHR_RPTPY807 - SSN Change	----	----	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----	----	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----	----	----
ZHR_RPTPYN09 - Payroll Threshold Report	----	----	----
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	----	----	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	----	----	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	----	----	----
ZHRAFRSALLOCODE	----	----	----
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----
ZMUR - 3rd party create posting run	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----

SECTION 7: HRMS FINANCIAL ROLES

Financial Reporting Processor

Description: The *Financial Reporting Processor* role has the ability to produce ad hoc fiscal, budget and management reports in HRMS. These reports will replace the current reports (i.e., Payroll and Related Costs, Position Cost Report).

Activities: The *Financial Reporting Processor* role will perform the following key activities in HRMS:

- o Run HRMS R/3 canned fiscal, budget and management reports
- o Run Business Warehouse ad hoc fiscal, budget and management reports

Skills: It is expected that individuals assigned to the *Financial Reporting Processor* role have a current understanding of the State of Washington financial business processes.
The HRMS Project will provide training to develop the skills, knowledge and attributes that are required for an individual to perform successfully in this role, to include:

- o Understanding the impact of HRMS on the State's reporting functions
- o Understanding the State's new reporting capabilities within HRMS
- o Knowledge of new HRMS terms and concepts specific to payroll
- o Comparing current reporting process to HRMS reporting processes
- o Skills necessary to execute reports in HRMS and Business Warehouse

Criticality: <u>High</u> – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: <u>Medium</u> – Role is responsible for more routine-oriented business tasks that are important, but not as important as mission-critical tasks.

Maps to Existing Job Title(s): The *Financial Reporting Processor* role is typically performed by the following State of Washington job titles:

- o Financial Analyst
- o Financial Consultant
- o Washington Management Service

Infotype Access for Financial Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access **Financial Reporting Processor**
0000-Actions	----
0001-Org. Assignment	----
0002-Personal Data	----
0003-Payroll Status	----
0006-Address	----
0007-Planned Working Time	RM
0008-Basic Pay	RM
0009-Bank Details	RM
0014-Recurring Payments/Deductions	RM
0015-Additional Payments	RM
0016-Contract Elements	----
0019-Monitoring of Task	----
0021- Emergency Contact	----
0022-Education	----
0023-Previous/Other Employers	----
0027-Cost Distribution	RM
0031-Reference Personnel Number	----
0040-Objects on Loan	----
0041-Date Specifications	----
0077-Additional Personal Data	----
0081-Military Status	----
0094-Residence Status	----
0103-Bond Purchases	RM
0104-Bond Denominations	RM
0105-Communication	----
0106-Related persons	---
0121-RefPerNo Priority	----
0128-Notifications	----
0167-Health Plans	----
0169-Savings Plan	RM
0170 - flexible spending accounts	----

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access **Financial Reporting Processor**
0171-General Benefits Information	----
0194-Garnishment Document	----
0195-Garnishment Order	----
0207-Residence Tax Area	----
0208-Work Tax Area	----
0209-Unemployment State	----
0210-Withholding Info W4	RM
0216-Garnishment adjustments	RM
0221-Payroll Results Adjustment	RM
0234-Additional Withholding Info US	RM
0235-Other US Taxes	RM
0302-Additional Actions	----
0377-Miscellaneous Plans	----
0416 – Time Quota Compensation (Buyout)	----
0552-Time Specifications/Employee Period	----
0554-Hourly Rate per Assignment	R
0613-Absence Donation/Withdraw (US)	R
0696-Absence Pools	R
1000-Objects	----
1001-Relationships	----
1002-Descriptions	----
1003 Dep / Staff	----
1005-Planned Compensation	RM
1007-Vacancy	----
1008-Account Assignment Features	R
1011-Work Schedule	----
1013-Employee Group/Sub-Group	R
1017-PD Profiles	----
1018-Cost Distribution	R
1028-Address	----
1610-U.S. Job Attributes	----
1660 - Position Attributes	----
2001-Absences	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access
	Financial Reporting Processor
2003-WS Substitutions	----
2006-Absence Quotas	RM
2010-EE Remuneration Info	----
2012-Time Transfer Specifications	----
2013-Quota Corrections	----
9410 - Marine accumulation of hours	RM

Transaction Code for Financial Roles

Transaction Code	Access X = Access ----- = No Access
	Financial Reporting Processor
AL08 View all users	
PA20 Display Master Data Actions	X
PA51 Display Time Data	X
PC_PAYRESULT - Display Results	X
PO13D - Display Position	X
S_ALR_87014259 (Variant PY_JOURNAL)	X
S_PH9_46000172 (Variant -Savings Bond Reserve)	X
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	X
SP02- Output Controller: List of Spool Requests	X
zerp_pay_suite	X
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	X
ZHR_RPTPY061 - Federal Employer Identification Number	X
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	X
ZHR_RPTPY164 - Wage Type Use Report	X
ZHR_RPTPY376 - Journal Vouchers	X
ZHR_RPTPY394 - Medical Aid Detail Report	X
ZHR_RPTPY455 - Negative Summary Records	X
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	X
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	X
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	X
ZHR_RPTPYS10 - Display of Savings Bonds Purchases **Needs IT0709**	X

SECTION 8: ROLE NAME CROSSWALK

Based on Agency feedback, the original HRMS role names were revised to clarify, simplify and better represent the activities each role would be performing. The following chart lists the original HRMS role name as defined during Business Process Design, and the revised HRMS role name based on Agency feedback.

Original HRMS Role Name	Revised HRMS Role Name
Personnel Administration Roles	
Employee Master Data Maintainer – Human Resources	Personnel Administration Processor
Human Resources Employee Manager	Personnel Administration Supervisor
Human Resources Data Displayer	Personnel Administration Inquirer
Payroll Roles	
Employee Master Data Maintainer – Payroll	Payroll Processor
Agency Payroll Control Analyzer	Payroll Analyst
Garnishment Administrator	Garnishment Administrator
(New Role)	Benefits Processor
(New Role)	Leave Corrections Processor
Agency Payroll Supervisor	Payroll Supervisor
Payroll Data Displayer	Payroll Inquirer
Time Management Roles	
Time Entry Maintainer	Time & Attendance Processor
Agency Time Supervisor	Time & Attendance Supervisor
Time Entry Displayer	Time & Attendance Inquirer
Organizational Management Roles	
Decentralized Organizational Developer	Organizational Management Processor
Security Roles	
Security Authorization Administrator	Security Authorization Administrator
Security User ID Administrator	Security User ID Administrator

Original HRMS Role Name	Revised HRMS Role Name
Security Auditor	Security Auditor

Financial Roles

Financial Reporting Processor

Financial Reporting Processor